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Government of Bengal

The Bengal Education Code

1931

Compiled in the office of the Director of
Public Instruction, Bengal, and published under his authority

BENGAL LEGISLATIVE ASSEMBLY
557
21 JULY 1941
LIBRARY.

Superintendent, Government Printing
Bengal Government Press, Alipore, Bengal
1940

Published by the Superintendent, Government Printing
Bengal Government Press, Alipore, Bengal

Agents in India.

Messrs. S. K. Lahiri & Co., Ltd., Printers and Booksellers, College Street, Calcutta.

Messrs. Thacker, Spink & Co., Calcutta.

Customers in the United Kingdom and the Continent of Europe may obtain publications either direct from the High Commissioner's office or through any bookseller.

083
BEN/DPI/1931

Preface.

The Bengal Education Code has been compiled in the office of the Director of Public Instruction, Bengal, and is issued under his authority as a Departmental Code. Those articles, against which no reference to higher authority is cited, have the same authority as Circulars and other orders of the Director and may be referred to only in correspondence with the Director, Inspectors, Principals and other officers subordinate to the Director. The Code should not be quoted to Government or to officers of other Departments as authority for any practice not consistent with the Fundamental Rules, the Subsidiary Rules, the Civil Account Code or any other publications, or orders issued under the authority of Government.

H. E. STAPLETON,

Director of Public Instruction, Bengal.

The 30th January, 1931.

BENGAL EDUCATION CODE, 1931.

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CHAPTER I.—INTRODUCTORY.

1. The inauguration of the reforms in 1921 constituted a landmark in the history of education in India. It then became a "transferred" subject by which the responsibility for its control was placed more definitely within the domain of provincial legislatures. European education, however, was, under the Government of India Act, expected, and left in charge of a provincial "Member of Council" whose tenure of office is not dependent on support from the legislature so also were all forms of education in the Darjeeling district and in the Chittagong Hill Tracts. All other forms of education in Bengal, as in other provinces, were entrusted to Ministers drawn from, and responsible to, the Legislative Council, and on them devolved henceforth the task of determining the best method of adopting the educational system to the needs and circumstances of the province and of developing its people to an enlightened citizenship. When the reforms were first put into operation in Bengal, the Ministry of Agriculture and Industries controlled all technical, commercial and industrial schools which had been transferred to the Department of Industries on its constitution in 1920, except the technical education imparted in the Bengal Engineering College and the Ahsanullah School of Engineering at Dacca, which, with all other "transferred" forms of education, were placed under the Ministry of Education. In April, 1923, the Government School of Art and the Government Commercial Institute, both in Calcutta, and the Industrial Zenana classes at Dacca were divorced from the control of the Ministry of Industries and retransferred to the Education Department under the Minister in charge of the latter.

2. Far-reaching as the reforms were in their consequential implications, their reactions were felt rather in the financial than in the administrative sphere of the educational system. In so far as the latter is concerned, the reforms did no more than state the position as it existed at the time of their inauguration. Provincial Governments even then were responsible not only for the administration of local institutions but also for the development of their own educational systems, though the Government of India were able, and did in fact, convene educational conferences and issue circulars and resolutions which gave a lead and direction to the several provinces in the initiation and development of policies of an educational character. For example, on such questions as the control and finance of secondary education, the provision of free primary education and even the introduction of compulsory education, Provincial Governments, were free to adopt, and had in fact adopted, different policies. It was only when legislation was involved (and education in India is singularly unfettered by legislation), or when appointments were to be made to the Indian Educational Service, or when schemes were proposed involving large expenditure, that a Provincial Government required the authority of the Government of India. In the financial sphere, however, the "provincialisation" of education introduced by the refroms gave place to changes of a basic nature. While the finances of India were centralised, the Government of India were able to encourage advance on the lines it favoured by grants for particular objects. In the review of their educational policy under resolution No. 301-C. D., of the 21st February, 1913, they had declared, in fact, that they had decided, with the approval of the Secretary of State, on the policy of making subventions so as to foster comprehensive systems of education in the several provinces. With the provincialisation of financial control, however, the influence so exercised by the Government of India has ceased.

3. But while the reforms have undoubtedly wrought fundamental changes in the organisation and control of education, they have by no means deprived the Central Government of all its educational functions. Their control still extends to matters of practical import for the proper organisation and well-being of the Indian Educational Service, and to the case of proposals, the acceptance of which may embarrass Local Governments generally. Again their control over, and responsibility for, certain classes of institution, *e.g.*, those in the minor Administrations, and for institutions of a special type, such as Chiefs' Colleges, have been more clearly established and emphasised. So far as Bengal is concerned, the Governor-General is the visitor of Dacca University and his sanction is required for the recognition of the equivalence of degrees in, and of examinations qualifying for admission to that University. In addition, all legislation for the incorporation of new Universities is subject to legislation by the Central Legislature. Nor can it be said that the reforms have deprived the Government of India of their ultimate power to intervene either directly, in exercise of their general powers of superintendence, control and direction for the purposes specified in rule 49 of the Devolution Rules framed under the Government of India Act, or suggestively, if and when questions of a general, as distinct from a provincial, interest are at issue. One illustration of the latter nature is afforded by their pronouncement in 1921 on the subject of religious education in institutions under public management. The views expressed in that document were decisively in favour of action on certain lines although it was left open to the (reformed) provincial governments to take that action or not as might seem fit. The Government of India might exercise real activity in the sphere of University matters, *e.g.*, it might intervene in questions affecting the standard of University examinations, since diversity in this matter, unaccompanied by strict definitions of territorial jurisdiction (and legislation to define the jurisdiction of any University outside its provincial location must be enacted by the Central Legislature), would lead to inter-university competition for students. In 1921, as a matter of fact, the Government of India declared it as their desire that a certain degree of uniformity should be maintained in the standard of University examinations throughout India.

4. The Education Department in Bengal has hitherto exercised its functions under regulations or authorisations which are embodied in the official compilation entitled "Rules and Orders of the Education Department, Bengal." That compilation, the last edition of which appeared in 1917, is now obsolete in part and in need of considerable revision in other respects. It is superseded by this compilation in which the rules and orders in force at the end of the year 1930 have as far as possible been incorporated in an up-to-date form.

5. This Code does not deal with Medical colleges or schools which are under the control of the Medical Department, nor with Engineering colleges or schools (other than the Bengal Engineering College and Ahsanullah School of Engineering at Dacca), nor with Technical and Industrial schools (other than the Government Commercial Institute and the Government School of Art, both in Calcutta) which are under the Department of Industries, nor with the Reformatory School at Hazaribagh* or European schools, which have separate codes of their own.

6. The present Code is chiefly the work of Mr. J. C. Cuzen, who was placed on special duty for the purpose.

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*NOTE.—The Reformatory and Industrial Schools at Alipore are under the control of the Education Department. They are conducted under the rules framed by Government under section 48 of the Bengal Children's Act, 1922.

7. The broadest division of educational institutions is that which classes them as recognised and unrecognised.† Recognised institutions are those in which the course of study followed is that which is prescribed or recognised by the Department or by the University or by the Board of Intermediate and Secondary Education, Dacca, and which satisfy one or more of these authorities, as the case may be, that they attain to a reasonable standard of efficiency. They are open to inspection and their pupils are ordinarily eligible for admission to public examinations and tests held by the Department or the University or the Board. All other institutions are described as unrecognised institutions.

Recognised institutions are again divided into publicly-managed and privately-managed ones. Publicly-managed institutions are those under the direct management of Government or of a local or municipal board. Privately-managed institutions are those which are managed by societies or individuals. Privately-managed institutions are ordinarily subdivided as aided or unaided. An aided institution is one which receives a subsidy from Government or from a local or municipal board. Unaided institutions are financed solely from fees, endowments and subscriptions.

8. The classification of educational institutions, according to standards, is based on the nature and grade of the instruction imparted in them. On this basis, there are the following classes of institutions for Indians falling within the scope of the Education Department in Bengal :—

University education—

Arts Colleges.

Professional Colleges—

Law.

Engineering.

Teaching.

School education—

Secondary—

High schools.

Middle schools

English.

Vernacular.

Primary schools including *Maktabs*.

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†NOTE.—Until the 1st April, 1923, institutions were classed as "public" or "private." From the date their division was altered to "recognised" and "unrecognised" under the orders conveyed in the Government of India, Department of Education and Health, letter No. 211 of the 21st February, 1923.

Vocational education —

Art schools.

Normal and Training schools.

Engineering schools.

Commercial schools.

Special schools —

Madrasahs and *Tols*.

Reformatory schools.

Miscellaneous and special schools (*e.g.*, schools for Defectives, Music schools, etc.).

CHAPTER II.—DIRECTING AND INSPECTING AGENCIES.

Section I.—The Department of Public Instruction.

Controlling Officers.

(*a*) **Organisation.**—The Minister of Education exercises control over the Department of Education except in matters relating to European education and education in the excluded areas of Darjeeling and Chittagong Hill Tracts, which are administered as reserved subjects by His Excellency the Governor of Bengal and Members of his Executive Council. The Director of Public Instruction is the executive head of the Department. Immediately subordinate to him are the Assistant Directors of Public Instruction (one of whom is concerned exclusively with Muhammadan Education), the Physical Director, the Inspectors and Inspectresses of Schools, the Principals of Government Colleges, the Principal of the Eden High School for Girls, Dacca, the Principals of the Madrasahs at Chittagong and Calcutta, the Superintendents of Hooghly and Rajshahi Madrasahs and the Industrial and Reformatory Schools at Alipore, the Principals of the Ahsanullah School of Engineering, Dacca, the Government Commercial Institute, Calcutta, and the Government School of Art, Calcutta, and the Librarian, Bengal Library. Every other member of the department is subordinate to one or other of these officers.

2. The Directing staff of the Department of Public Instruction consists of the Director, Assistant Director and the Assistant Director for Muhammadan Education. A temporary post of Additional Assistant Director has been added to the staff from August 1926 and of Physical Director from November 1928. With the exception of the Assistant Director and the Additional Assistant Director, these officers have definite inspecting functions.

The Inspecting staff comprises Divisional Inspectors, Second Inspectors, District Inspectors, Subdivisional Inspectors, Sub-Inspectors, Assistant Sub-Inspectors, Inspecting Maulvis and Pandits, Inspectresses and Assistant Inspectresses. Inspectors have general charge over the schools in an administrative division. They are assisted by Second Inspectors. The charge of middle and primary schools is given to District Inspectors who are assisted by Subdivisional Inspectors, Sub-Inspectors and Assistant Sub-Inspectors. Inspecting Pandits or Guru-Instructors are peripatetic instructors of primary school teachers and are employed by Local Bodies. Inspectresses and Assistant Inspectresses are specially concerned with the inspection of girls' schools.

(*b*) Functions of the various Inspecting Officers.

(*i*) *Male Inspecting Staff.*

(*N. B.*—These rules have no reference to European Schools.)

3. An Inspector of Schools is in charge of, and is responsible for all educational matters within his division except those relating to arts colleges, training colleges, the Bengal Engineering College, the Ahsanullah School of Engineering, Dacca, Government senior madrasahs, schools directly under the control of principals of colleges, reformatory and industrial schools, girls' schools, the Calcutta Madrasah, the Government School of Art, Calcutta, the Government Commercial Institute, Calcutta, and European schools.

4. The division is divided into circles, comprising one or more districts, in charge of each of which is a Second Inspector.

5. The Second Inspector is immediately responsible to the Divisional Inspector for the inspection of high schools and normal schools and for the control of Inspecting Officers subordinate to him.

6. With the sanction of the Director, an Inspector may delegate to a Second Inspector any of his powers other than those which deal with matters of appointment and finance. An Inspector may also order the submission to him by the Second Inspector of particular cases or classes of cases.

7. The Second Inspector is authorised to exercise within his circle the powers which are possessed by Inspectors in the matter of countersigning bills of officers and institutions. The exercise of this power by the Second Inspector may be withheld by the Inspector at his discretion either generally, or with reference to particular officers and institutions.

8. The Assistant Inspector of Schools for Muhammadan Education, who is immediately subordinate to the Inspector and has no separate office is empowered to inspect all schools under the control of the Inspector with the object of watching the interests of Muhammadans. His reports shall ordinarily be submitted, in the first place, to the Second Inspector whose circle contains the schools reported on and the Second Inspector shall transmit them to the Inspector with any remarks which may be required.

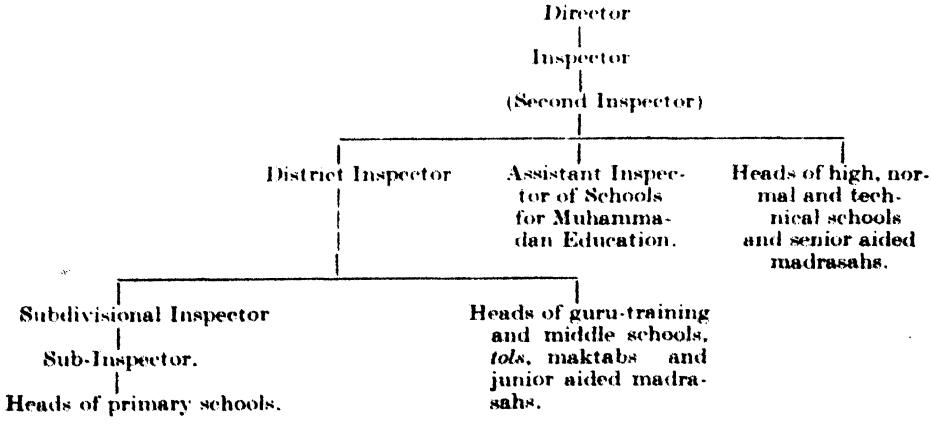
9. Each district is divided into Subdivional Inspectorates within which Subdivisional Inspectors of Schools have the charge of middle and primary education.

10. The chief educational officer of the district in regard to middle and primary education is the District Inspector whose headquarters are at the district headquarters. He is *ex-officio* a member of the District Board Education Committee. The District Inspector shall prepare the District Board's educational budget estimates in consultation with the Inspector, who shall consult the Assistant Inspector of Schools for Muhammadan Education with regard to the provision made in the estimate for the education of Moslems.

11. Subdivisional Inspectors of Schools are immediately subordinate to the District Inspector of Schools who is immediately subordinate to the Second Inspector of Schools.

(*a*) Each Subdivisional Inspectorate is divided into Sub-Inspectorates within which Sub-Inspectors have the charge of primary education. The Sub-Inspectors are immediately subordinate to Subdivisional Inspectors of Schools.

(*b*) The chain of correspondence is as shown below :—



The Inspector may correspond with the Commissioner and with District Officers, and the District Inspector may correspond with the District Officer. The Second Inspector may not correspond officially with local administrative officers, but he may address them demi-officially on matters which need not form the subject of official correspondence.

(G. O. No. 2932 Edn., dated the 23rd November 1931.)

12. Besides the various classes of inspecting staffs mentioned above, there are in certain districts Assistant Sub-Inspectors and Inspecting Maulvis, who are chiefly concerned with primary education in their areas. In pursuance of the recommendations of the Bengal Retrenchment Committee the posts of Assistant Sub-Inspectors and Inspecting Maulvis are to be abolished gradually as vacancies occur.

(ii) Female Inspecting Staff.

(*N.B.*—These rules have no reference to European Schools.)

13. The Inspectress is in charge of, and is responsible for, all girls' schools, other than European schools, within the area of her jurisdiction. The Principal of the Bethune College, Calcutta, is responsible for the Bethune Collegiate School, Calcutta, and the Principal, Eden High School, Dacca, is responsible for the Eden High School, Dacca.

14. The Inspectress is immediately subordinate to the Director in all matters concerning the schools of which she has charge.

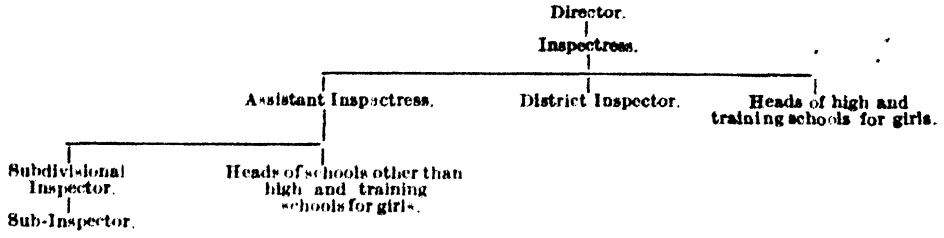
15. Assistant Inspectresses are assigned to definite areas. They are immediately subordinate to Inspectresses. They are specially concerned with middle and primary education but they may be instructed by the Inspectress to inspect other institutions for which she is responsible.

16. Inspectresses and Assistant Inspectresses are authorised to inspect middle, mixed primary and primary schools, but before doing so they are required to give due notice to the District Inspector. Copies of their inspection notes should be forwarded by them to the Inspecting Officer concerned.

17. It is part of the regular duties of Subdivisional Inspectors and Sub-Inspectors of Schools to inspect primary schools for girls. Copies of all inspection notes recorded by these officers with reference to primary schools for girls, receiving grants from Provincial Revenues, should be forwarded by the school authorities to the Inspectress of Schools through the Assistant Inspectress of the area concerned.

18. District Inspectors are required to supply Assistant Inspectresses with information as to the action taken by District Boards in connection with girls' schools, and to place the views of the female inspecting staff on the subject of these schools before the Education Committee of the District Boards. The District Inspector will continue to submit to the Divisional Inspector the annual returns of the high, middle, training and primary girls' schools of the district. Assistant Inspectresses are required to supply District Inspectors with such information as they may call for regarding girls' schools in the jurisdiction of District Boards.

19. The chain of correspondence is as shown below:—



The Inspectress may correspond with the Commissioner and with District Officers.

(G. O. No. 2921Edn., dated the 21st November 1931.)

(c) General powers of various Controlling Officers.

A.—DIRECTOR.

Appointments.

20. The Director is authorised—

(1) to fill appointments in the Subordinate Educational Services and in the ministerial and menial establishments in his office and in the attached offices of the Assistant Director for Muhammadan Education and of the Physical Director. He is also empowered to fill non-gazetted appointments outside the Educational Services ;

(Government of Bengal, Finance Department, Order No. 18297F., dated the 9th December 1921.)

(2) to create new appointments for teachers and clerks outside the grades on pay not exceeding Rs. 45 a month and of menials and to raise the pay of teachers and clerks up to a limit of Rs. 45 a month on the following conditions :—

(*i*) that permanent appointments and increases of pay can only be sanctioned on the conditions that the permanent increase of cost is counterbalanced by a permanent decrease in some head of expenditure, and that the rates of pay of menials are liable to alteration on scrutiny by Government, if the emoluments of similar servants employed in other departments in the same station are affected ;

(*ii*) that temporary appointments cannot be made or retained for more than one year and they are subject to the limits of budget provision ; and

(*iii*) that quarterly statements of appointments made and increases of pay sanctioned must be submitted to Government ;

(G. O. No. 140-Edn., dated the 11th January 1918.)

(3) to vary the details (namely, the rates of pay of particular posts, the number of hands employed and the period of employment) of any temporary

establishment employed under him whether entertained for full periods of one year or for longer or shorter periods on the following conditions :—

(*i*) that the cost of the temporary establishment shall not be raised beyond the total amount sanctioned for the establishment by the authority which sanctioned its appointment :

(*ii*) that when the authority which sanctioned the employment of the temporary establishment is the Local Government, the pay of no post shall exceed Rs. 50 a month without the special sanction of the Local Government ; and

(*iii*) that in other cases, the pay of no post shall be raised above the limit of sanction enjoyed by the authority which sanctioned the employment of the temporary establishment :

(Finance Department, Resolution No. 3952F., dated the 1st September 1913.)

(4) to depute non-gazetted officers for training in Training Colleges and schools. He is empowered to exercise in this connection the powers of the Local Government under articles 68A, 160A, 203A, 411 and 1138A., of the Civil Service Regulations ;

(G. O. No. 988, dated the 9th May 1916.)

(5) to appoint members of the Subordinate Educational Service as Superintendents of hostels attached to Government schools and colleges on the sanctioned rates of allowance ;

(G. O. No. 4432Edn., dated the 11th November 1927.)

Financial.

(6) to direct Account Officers to investigate claims to arrears pay and allowances or to increments which have been allowed to remain in abeyance for a period exceeding two years in respect of officers appointed by him ;

(7) to grant advances of pay to ministerial officers and menials, who accompany him on tour, subject to adjustment by the officers and menials receiving them, up to a limit of one month's pay in each case ;

(8) to write off or remit the payment of irrecoverable advances made from provincial revenues subject to a limit of Rs. 1,000.

(9) to write off irrecoverable advances paid from central revenues up to a limit of Rs. 100 and subject to the conditions specified in article 227(*a*) of the Civil Account Code ;

(Government Resolution No. 818T.—F., dated the 14th September 1910.)

(10) to sanction permanent advances up to Rs. 500 with the concurrence of the Accountant-General, Bengal ;

(11) to sanction an increase in recurring contingent charges in the cases specified in article 100 of the Civil Account Code ;

(12) to sanction expenditure on special contingencies up to Rs. 500 for each item and special power to sanction the purchase of models, etc., subject only to the check imposed by the control of the Financial Department and the limits of the budget ;

NOTE.—The expression "each item" occurring in this rule denotes one article or several articles of the same kind purchased at one time, but when, as in the case of stores, it is necessary to purchase in one order several articles of different kinds, all the articles purchased in one order should be regarded as one item, and if the total cost exceeds Rs. 500 the previous sanction of Government to the expenditure should be obtained.

(G. O. No. 988, dated the 9th May 1916.)

(13) to sanction the purchase in India of any article of European manufacture the cost of which does not exceed Rs. 250 in ordinary cases and Rs. 750 in special cases ;

(14) to sanction the reappropriation of provisions in the Education Budget within heads subordinate to a minor head which does not involve undertaking a recurring liability, provided :—

(*i*) that no reappropriation is made from or to the head "Contract contingencies" or from savings under "Pay" or "Salaries"; and

(*ii*) that funds provided for non-voted items under one minor head are not reappropriated for non-voted items under another minor head, or for voted items, and that funds provided for voted items are not reappropriated for non-voted items ;

(G. O. No. 3815, dated the 1st August 1913.)

(15) to write off the irrecoverable value of stores or public money up to a limit of Rs. 500 in each case subject to the conditions :—

(*i*) that the loss does not disclose a defect of system, the amendment of which requires the orders of Government ; and

(*ii*) that there has not been any serious negligence on the part of some individual officer or officers which might possibly call for disciplinary action ;

(Government Resolution No. 444T.—F., dated the 21st May 1913.)

(16) to grant the local allowances attached to an officer placed in charge of the current duties of that office in respect of those officers whom the Director is authorised to place in charge of current duties ;

(17) to make petty local purchases of stationery and rubber stamps not exceeding Rs. 20 in each case ;

(18) to reallot any senior or junior scholarships, which are not taken up in any year in the division to which they are allotted, to other divisions during the currency of the year ;

(Finance Department Circular No. 12 T.—F., dated the 9th June 1913.)

Leave.

(19) to grant leave to all non-gazetted Government servants appointed by him. In this connection he exercises the powers of the Local Government under articles 230, 253 and 254 of the Civil Service Regulations ;

(Government Resolution No. 4652F., dated the 29th November 1908.)

(20) to exercise authority under article 147 (*iii*) of the Civil Service Regulations, i. e., to allow a person who has no substantive appointment to draw more than half the pay of the appointment in which he acts without reducing the leave allowance of the Government servant for whom he acts when the pay of the absentee is less than Rs. 100 per month ;

(G. O. No. 4685, dated the 23rd December 1915.)

(21) to grant leave to officers in the Bengal Educational Service on full average pay for four months.

Honoraria, etc.

(22) to grant an honorarium from provincial revenues to a Government servant up to a limit of Rs. 500 for any special work done by him without detriment to his normal duties ;

(23) to permit a Government servant to accept private work without detriment to his official duties and to accept an honorarium not exceeding Rs. 500 from his employer for the work ;

(24) to permit educational officers for whom he is the appointing authority to undertake private tuition work and to accept fees therefor up to a limit of Rs. 500 per term for each teacher ;

(G. O. Nos. 128-T.—Edn. dated the 27th April 1932, and 475-T.—R., dated the 30th May 1932.)

(*See* paragraph 16, page 469.)

B.—Divisional Inspectors.

21. Divisional Inspectors are authorised :—

(1) to fill temporary vacancies in the scales of Rs. 75—5—200 (both in teaching and inspecting branches) and Rs. 60—4—160 for periods not exceeding one month and to make all appointments on the minimum pay of the following scales—

(*i*) Rs. 50—2—80—3—110 ;

(*ii*) Rs. 35—2—75—3—90 ; and

(*iii*) posts in the ministerial and miscellaneous branches of the Subordinate Educational Service, the maximum pay of which does not exceed Rs. 85 per mensem.

(G. O. No. 2204 Edn., dated the 11th July 1924.)

(2) to appoint the menial establishments under their administrative control ;

(G. O. No. 581 T., dated the 8th October 1926.)

(3) to select officers for deputation to the Training Colleges subject to the approval of the Principals of those colleges ;

(G. O. No. 4487, dated the 13th December 1915.)

(***N. B.*—In regard to the deputation of Government servants for training to Training Colleges, the power is reserved to himself by the Director of Public Instruction until further orders.)**

(4) to sanction expenditure on special contingencies other than books and newspapers up to Rs. 100 for any item subject to the existence of budget provision ;

(G. O. No. 964, dated the 20th April 1916.)

NOTE.—The expression "any item" occurring in this rule denotes one article or several articles of the same kind purchased at one time, but when, as in the case of stores, it is necessary to purchase in one order several articles of different kinds, all the articles purchased in one order should be regarded as one item, and if the total cost exceeds Rs. 500 the previous sanction of Government to the expenditure should be obtained.

(5) to purchase in India any article or any number of similar articles, of European manufacture at one time if the cost does not exceed Rs. 250 ;

(G. O. No. 964, dated the 20th April 1916.)

(6) to sell or dispose of worn out or obsolete machinery, tools, tents, furniture and apparatus up to a limit of Rs. 100 for any item, the sale being public and the proceeds being deposited in the Treasury ;

(G. O. No. 964, dated the 20th April 1916.)

(6)(*i*) to write off the values of the worn-out or obsolete machinery, tools, furniture, etc., sold or disposed of by them up to a limit of Rs. 100 for each item;

(*ii*) to write off the value of all missing articles (including books) up to a limit of Rs. 50 in each case ;

(*iii*) to write off the value of worn-out or obsolete books up to a limit of Rs. 50 in each case ;

(*iv*) to write off unrealisable fees and fines up to a limit of Rs. 50 in each case ;

NOTE.—Powers delegated under clauses (6) (*i*) to (*iv*) are subject to the conditions laid down in rule 326 (*a*) of the Bengal Financial Rules and also to the condition that annual statements of the written-off stores or money are submitted to the Director of Public Instruction, Bengal, by the 30th April of every year. The Inspector of European Schools, Bengal, is also competent to exercise these powers.

(G. O. No. 118 Edn., dated the 13th January 1933.)

(7) to permit educational officers for whom they are the appointing authorities to undertake private tuition work and to accept fees therefor up to a limit of Rs. 100 per term for each teacher ;

(G. O. Nos. 128 T.—Edn., dated the 27th April 1932, and 475T.—R., dated the 30th May 1932.)

(*See* paragraph 16, page 469.)

(8) to dispose of the allotments placed at their disposal for contingencies for offices and institutions under their control without reference to the Director ;

(G. O. No. 979, dated the 29th March 1916.)

(9) to sanction grants to athletic clubs attached to Government schools up to Rs. 50 without conditions, and in excess of that amount on condition that an equal amount is raised from private subscriptions ;

(G. O. No. 979, dated the 29th March 1916.)

(10) to sanction small monthly payments to menials for supplying drinking water or dusting offices, subject to the conditions laid down in the note to clause (*j*) of rule 106 of the Bengal Audit Manual ;

(G. O. No. 3938F., dated the 3rd December 1909.)

(11) to distribute at their discretion the allotments placed at their disposal under the various detailed heads of each primary unit of appropriation ;

(12) to grant leave under the Fundamental Rules to non-gazetted officers and meanials whom they can appoint substantively ;

[Subsidiary Rule 200(*a*).]

(13) to grant leave to non-gazetted officers whom they can appoint and also other officers whose pay does not exceed Rs. 150 per mensem and who are subject to the Leave Rules under the Civil Service Regulations ;

(G. O. No. 964, dated the 20th April 1916.)

(14) to sanction petty local purchases of stationery and rubber stamps up to a limit of Rs. 20 in each case ;

[Bengal Audit Manual, paragraph 106, foot-note (*c*).]

(15) to purchase books, newspapers and periodicals for their own use and for the use of officers subordinate to them, subject to budget provision. No addition to the provision for the purpose must be made by reappropriation without the previous sanction of Government ;

(Government Resolutions No. 2380, dated the 7th June 1915, and No. 460, dated the 28th January 1915.)

(16) to vary the details (namely, the rates of pay of particular posts, the number of hands employed and the period of employment) of any temporary establishment employed under them whether entertained for full periods of one year or for longer or shorter periods on the following conditions:—

(*i*) that the cost of the temporary establishment shall not be raised beyond the total amount sanctioned for the establishment by the authority which sanctioned its appointment ;

(*ii*) that when the authority which sanctioned the employment of the temporary establishment is the Local Government, the pay of no post shall exceed Rs. 50 a month without the special sanction of the Local Government, and

(*iii*) that in other cases, the pay of no post shall be raised above the limit of saction enjoyed by the authority which sanctioned the employment of the temporary establishment.

(Finance Department Resolution No. 3952-F., dated the 1st September 1913.)

C.—Inspectresses of Schools.

22. The Inspectresses are empowered—

(1) to sanction expenditure on special contingencies other than books and newspapers up to a limit of Rs. 100 for each item ;

(G. O. No. 185 T.—G., dated the 27th March 1916.)

(2) to dispose of unserviceable articles up to a limit of Rs. 100 for each item, the sale-proceeds being credited to the Government Treasury ;

(G. O. No. 185 T.—G., dated the 27th March 1916.)

(2) (*i*) to write off the values of worn-out or obsolute machinery tools, furniture, etc., sold or disposed of by them up to a limit of Rs. 100 for each item ;

(G. O. No. 3576 Edn., dated the 28th August 1930.)

(*ii*) to write off the value of all missing articles (including books) up to a limit of Rs. 50 in each case ;

(*iii*) to write off the value of worn-out or obsolete books up to a limit of Rs. 50 in each case ;

(*iv*) to write off unrealisable fees and fines up to a limit of Rs. 50 in each case.

NOTE.—Powers delegated under clauses (*j*) (*i*) to (*iv*) are subject to the conditions laid down in rule 326 (*a*) of the Bengal Financial Rules and also to the condition that annual statements of the written-off stores or money are submitted to the Director of Public Instruction, Bengal, by the 30th April of every year.

(G. O. No. 118 Edn., dated the 13th January 1933.)

(3) to dispose of allotments placed at their disposal for contingencies for offices and institutions under their control without reference to the Director ;

(G. O. No. 1857 G., dated the 27th May 1916.)

(4) to appoint the menial establishments under their administrative control ;

(G. O. No. 581 T., dated the 8th October 1926.)

(5) to sanction small monthly payments to menials for supplying drinking water or dusting offices, subject to the conditions laid down in the note to clause (*j*) of rule 106 of the Bengal Audit Manual.)

(G. O. No. 3938 F., dated the 3rd December 1909.)

(6) to sanction petty local purchases of stationery and rubber stamps up to a limit of Rs. 20 in each case ;

[Bengal Audit Manual, paragraph 106, foot-note (*c*).]

(7) to purchase books, newspapers and periodicals for their own use and for the use of officers subordiuate to them, subject to budget provision. No addition to the provision for the purpose must be made by re-appropriation without the previous sanction of Government ;

(Government Resolutions No. 2380, dated the 7th June 1915 and No. 460, dated the 28th January 1915.)

(8) to vary the details (namely, the rates of pay of particular posts, the number of hands employed and the period of employment) of any temporary establishment employed under them whether entertained for full periods of one year or for longer or shorter periods on the following conditions :—

(*i*) that the cost of the temporary establishment shall not be raised beyond the total amount sanctioned for the establishment by the authority which sanctioned its appointment ;

(*ii*) that when the authority which sanctioned the employment of the temporary establishment is the Local Government, the pay of no post shall exceed Rs. 50 a month without the special sanction of the Local Government ; and

(iii) that in other cases, the pay of no post shall be raised above the limit of sanction enjoyed by the authority which sanctioned the employment of the temporary establishment.

(Finance Department Resolution No. 3952 F., dated the 1st September 1913.)

D.—Principals of Government Colleges.

23. The Principals of Government Colleges are empowered—

(1) to grant admission to colleges under their control in accordance with the general orders of Government with regard to the number of students of various communities and with the University Regulations with regard to residence;

(G. O. No. 718, dated the 4th April 1917.)

(2) to spend without reference to the Director, the grants which are provided in their budgets for contingencies, contract and non-contract, provided that the allotments are spent on the purposes for, and subject to the conditions on which they have been sanctioned and that no re-appropriation whatsoever is made from one head to another without the sanction of the competent authority;

(G. O. No. 801, dated the 29th March 1916.)

(3) to sanction expenditure on any item of special contingencies up to Rs. 100 at a time and to sanction the purchase of models and mathematical and other instruments up to Rs. 500 for any item subject to the budget provision;

(G. O. No. 795, dated the 29th March 1916.)

Note.—The expression "any item" occurring in this rule denotes one article or several articles of the same kind purchased at one time, but when, as in the case of stores, it is necessary to purchase in one order several articles of different kinds, all the articles purchased in one order should be regarded as one item, and if the total cost exceeds Rs. 500 the previous sanction of Government to the expenditure should be obtained.

(4) to sanction the purchase in India of any article or any number of articles of European manufacture, the value of which does not exceed Rs. 100;

(Government Resolution No. 5606 Com., dated the 28th August 1926.)

(5) to countersign bills for travelling allowance of all officers in the institution or institutions under their control;

(G. O. No. 4021, dated the 10th November 1911.)

(6) to countersign the bills for all scholarships held at the institutions under their control. In the Presidency College, this power is exercised by the Bursar;

(G. O. No. 4021, dated the 10th November 1911.)

(7) to countersign the contingent bills of collegiate schools. In the Presidency College, this power is exercised by the Bursar;

(G. O. No. 4021, dated the 10th November 1911.)

(8) to make all non-gazetted appointments in collegiate-schools under them in all scales, the minimum pay of which does not exceed Rs. 100 per mensem except the appointments of English teachers in the scale of Rs. 75 —5—200;

(G. O. No. 18297F., dated the 9th December 1921.)

(9) to spend without reference to the Director, sums which have been specially assigned for the award of college scholarships, medals and prizes by trust deeds or otherwise for the benefit of the college concerned. This power is not to be exercised in cases in which the Director himself is the administrator under any trust deed;

(G. O. No. 4021, dated the 10th November 1911.)

(10) to permit educational officers for whom they are the appointing authorities in their capacity as Secretaries of the Governing Bodies, to undertake private tuition work and to accept fees therefor up to a limit of Rs. 100 per term for each teacher;

(G. O. Nos. 128T.—Edn., dated the 27th April 1932, and 475T.—R., dated the 30th May 1932.)

(*See* paragraph 16, page 469.)

(11) to vary the details (namely, the rates of pay of particular posts, the number of hands employed and the period of employment) of any temporary establishment employed under them whether entertained for full periods of one year or for longer or shorter periods on the following conditions:—

(*i*) that the cost of the temporary establishment shall not be raised beyond the total amount sanctioned for the establishment by the authority which sanctioned its appointment;

(*ii*) that when the authority which sanctioned the employment of the temporary establishment is the Local Government, the pay of no post shall exceed Rs. 50 a month without the special sanction of the Local Government; and

(*iii*) that in other cases, the pay of no posts shall be raised above the limit of sanction enjoyed by the authority which sanctioned the employment of the temporary establishment.

(Finance Department Resolution No. 3952F., dated the 1st September 1913.)

(12) to appoint the menial establishments under their administrative control;

(G. O. No. 581T., dated the 8th October 1926.)

(13) to sanction small monthly payments to menials for supplying drinking water or dusting offices subject to the conditions laid down in the note to clause (*j*) of rule 106 of the Bengal Audit Manual;

(G. O. No. 3938F., dated the 3rd December 1909.)

(14) to sanction petty local purchases of stationery and rubber stamps up to a limit of Rs. 20 in each case;

[Bengal Audit Manual, paragraph 106, foot-note (*c*).]

(15) to purchase books, newspapers and periodicals for their own use and for the use of officers subordinate to them subject to budget provision. No addition to the provision for the purpose must be made by reappropriation without the previous sanction of Government.

(Government Resolutions No. 2380, dated the 7th June 1915 and No. 460, dated the 28th January 1915.)

24. **Functions and duties of the Assistant Director of Public Instruction for Muhammadan Education, Bengal.**—Inspectors of Schools should visit *Maktabs* and Madrasahs, including Government and aided Madrasahs and both Arabic and Persian departments, situated within their jurisdiction, working, however, in close touch with the Assistant Director of Public Instruction for Muhammadan Education. Grants-in-aid to *Maktabs* and Madrasahs should be dealt with by the ordinary agency for the inspection of schools. When the Assistant Director of Public Instruction for Muhammadan Education visits a division on a tour of inspection he should work, with respect to all educational matters, in close touch with the Inspector of Schools, and it will be left to the Inspector to deal with such points as are raised by the former officer and approach the Director of Public Instruction if he considers such a step necessary. The Assistant Director may, in special or exceptional cases, submit a copy of his note or report direct to the Director of Public Instruction, but such note or report should be ordinarily submitted to the Inspector.

(G. O. No. 4364, dated the 4th December 1915.)

25. As regards general education, the functions of the Assistant Director of Public Instruction for Muhammadan Education should be advisory. According to present orders he is required to visit institutions of all grades, but merely for the purpose of studying the conditions under which Muhammadan pupils live and work and of giving advice as to how these conditions might be improved and in what manner Government might best afford assistance. He is not given any supervising or controlling authority co-ordinate with that of the Divisional Inspector. As to the relations between the Assistant Director of Public Instruction for Muhammadan Education and colleges affiliated to the University, the Governor in Council has accepted the view that the Assistant Director of Public Instruction for Muhammadan Education should visit such colleges, whether under Government or private management, and discuss with the Principals, questions relating to the education of Muhammadan students. If in any special case he finds that Muhammadan students are under a disadvantage which the Principal is unable to remove, he may submit a representation to the Director of Public Instruction.

26. The Assistant Director of Public Instruction for Muhammadan Education is not merely a touring officer. He is also a headquarters officer, not the least important of whose functions is to keep in close touch with the Director of Public Instruction and to advise him with the authority of special knowledge on all subjects connected with the education of Muhammadans. As a headquarters officer, the Assistant Director of Public Instruction for Muhammadan Education should deal with all cases relating to Madrasahs and *Maktabs*. He should be consulted in all cases relating to the appointment and promotion of educational officers employed in Government Madrasahs and other Government educational institutions which are confined to Muhammadans, and in fact in all cases in which general questions affecting Muhammadans are considered. He will be expected to watch the interests of Muhammadans in general institutions of all grades, and should have every opportunity given to him of representing to the Director of Public Instruction what he considers to be the best interests of the Muhammadan community.

Instructions for Inspecting Officers.

(*a*) Inspection.

(G. O. No. 95T.—G., dated the 10th May 1901.)

27. The following is a suggested scheme of the headings under which an inspecting officer may register his notes in his own note-book, or on the margin of the prescribed form while visiting a High or Middle school. The headings also indicate most of the points to which he should pay attention. The scheme is, in the first instance, intended for a High school inspection, but with suitable omissions or modifications the same headings will serve for all classes of schools and colleges. From the notes thus recorded in the inspecting officer's note-book, a short general report can be written in the Visitors' Book of the school. On the inspecting officer's first visit to a school, his report in the Visitors' Book should be full and exhaustive. On later visits his instructions as to any necessary changes to be made in the school should be full and detailed, but other points may be dealt with more briefly :—

(1) Reading the remarks recorded in the Visitors' Book by previous inspecting officers. (The inspecting officer should note if the suggestions made by previous inspecting officers have been given effect to.)

(2) Record of the following facts should be kept :—

(*a*) Date of inspection.

(*b*) Name of school.

(*c*) When established.

(*d*) Class of school—High, Middle (English or Vernacular) or Primary (Upper or Lower).

(*e*) Constitution of Committee of management, if any, and the mode of election of members to it. Are all classes of the local community properly represented on the Committee?

(*f*) Name of Secretary.

(*g*) If a High English school, whether recognised by the Calcutta University to send up pupils to the Matriculation examination, and if so, when? Whether the school has ever been served by the University with a notice for "bad results" under the rules?

(3) (*a*) Avearge monthly roll-number and daily attendance of pupils during the last twelve months expressed as a percentage of the roll-number.

(*b*) Number of pupils in attendance on the day of inspection.

(*c*) Classification of pupils on the roll at the time of inspection according to :—

(1) Religion—

Hindus—Educationally Advanced and Educationally Backward.

Muhammadans.

Europeans and Anglo-Indians.

Indian Christians.

Miscellaneous races or religions.

(2) Social position of pupils*, i.e., relative proportion of pupils belonging to—

(*a*) Upper classes of society.

(*b*) Middle classes of society.

(*c*) Lower classes of society or the masses.

Are the children of all the classes of society for which the school is intended attending the school, and do such pupils get their proper share of attention ?

*NOTE.—Only general information on social position of pupils may be noted ; details as to parent's income, etc., need not be enquired into.

(*d*) Whether the numerical strength of the school is increasing or decreasing, and the causes for such changes.

(4) (*a*) Examination of attendance registers—

(1) Of boys. Ascertain when called, and if done with regularity and punctuality.

(2) Of masters. Ascertain when entered and if entered at the exact time both of arrival and departure.

(*b*) Whether the abstract register of attendance is kept up to date.

(*c*) Whether there is an admission book.

(*d*) Whether transfer certificates of boys joining or leaving the school are insisted upon. Are copies of letters of application kept ?

(*e*) How are the transfer rules observed ? Are copies of transfer certificates issued kept in separate files, and are those received duly cancelled with a number and date corresponding to those in the admission book of the school ? What particulars are given in these certificates ?

(*f*) Ascertain if there are proper records as to the ages of pupils, and if care is taken to ascertain the correct ages of the pupils and if the ages are recorded in strict accordance with the orders on the point.

(*g*) Ascertain if there be any method as to keeping of correspondence and files, etc.

(*h*) Ascertain if the Departmental circulars are observed.

(5) Ascertain—

(*a*) The fee-rate of each class.

(*b*) The number of free, half-free or quarter-free boys and the number of scholarship-holders, and if these numbers fall within the limits allowed by the rules of Government.

(*c*) Whether the scholars are, by appearance, of the same age as that entered in the record ?

NOTE.—A register should be almost free from alterations and absolutely free from erasures. If any alterations are made, they should be initialled by the person making them. Such alterations as writing a "p" for present over an "a" for absent or a "p" over a "dot" placed in the register to indicate that the boy had not originally responded to his name when it was called are highly improper. Registers must be called and filled up completely, directly the first school hour commences.

(6) (*a*) On what system are the accounts kept, and by whom ?

(*b*) Have the receipts and disbursements of the last twelve months been entered under separate heads ? What was the balance in hand six months ago, and what is it on the date of inspection ? Who keeps the balance ? Is it kept in the Post Office Savings Bank or where ? Is the school working at a profit or loss ? Is there any capital belonging to the school ?

(*c*) Examine the dates on which payments on various accounts have been made. Are the payments made promptly ?

(*d*) Examine the teachers' acquittance roll, and the date on which the payments to the teachers have been made. If there be any balance, month by month, belonging to the teachers or in favour of the school, ascertain whether it is kept in the Post Office Savings Bank or in some other safe place of deposit. Are receipts above Rs. 20 properly stamped ?

(*e*) See if separate balances and accounts for Library and Prize funds are kept. Where are such balances ?

(*f*) What are the various sources of income of the school ? Examine the subscription lists, if any, and dates of receipts of subscriptions.

(*g*) Examine the receipts and disbursements as to stipends of scholars.

(*h*) Are the accounts properly checked by the Head Master, and are copies of such accounts carefully kept ? If the school receives a grant-in-aid, see if copies of the B and C forms are kept.

(7) Note the names and qualifications of the teaching staff, and enquire, if necessary, into their previous history. Take a concise statement of the work the teachers are doing, and of the classes they teach. Ascertain whether they have always been teachers, and whether teaching was adopted from choice or necessity. Do the teachers keep themselves abreast of the subject they teach and carefully prepare lessons at home daily for their classes ? Have the teachers taken any pains to improve their powers of teaching ? Have they ever read any books on the art of teaching, on school management, or the proper management of school classes, discipline, etc.? Does the Head Master of the school exercise his influence over the teachers in these directions, or is the Head Master content to let the subordinate masters do their work indifferently ?

Does the Head Master hold periodical inspections of the work which is being done in the school, and does he test the teaching of the junior masters by himself listening to the lessons they give to the pupils ?

(8) (*a*) How did the school fare at—

(1) Recent public examinations ?

(2) Annual school examinations since the previous inspection ?

(*b*) What system is followed in promoting boys from class to class ? Examine the mark-list on which promotions have been given especially from each of the classes VI to IX, of a High school and those from classes III, IV and V of a Middle school. Give your opinion as to the system of promotions obtaining in the school.

(*c*) Did the school carry off any scholarships at the public examinations ? If so, note the number, name and value.

(9) Note—

(1) The nature and state of the school building, and whether any repairs are necessary.

(2) Its sanitary arrangements. Are these looked after ?

(10) (*a*) Has the school any play-ground or gymnasium ? Are the pupils encouraged properly in their physical exercise ?

(*b*) What is the sanitary condition of the school surroundings ? Are there any open drains, etc., near, and are they looked after ? Are there any heaps of rubbish or sweepings in the school compound ? Who is responsible for the general sanitation and cleanliness of the school and of its surroundings ?

(11) (*a*) What (1) furniture, and (2) general teaching appliances, does the school possess ? Do these agree with the lists of these articles ?

(*b*) Obtain statistics as regards the number of—

(1) Maps.

(2) Black-boards.

(3) Library books belonging to the school.

(*c*) Are the Library books used by—

(1) Masters, and if so, have the books taken out any relation with the masters' work in the school ?

(2) Boys of the school ?

(3) Outsiders ?

[*N. B.*—Text-books should *not* form part of any library.]

(*d*) What is the source of supply of—

(1) Furniture ?

(2) Appliances ?

(3) Slates ?

(4) Maps ?

(5) Library books ?

(12) Has the school any hostel connected with it ?

Is the rule enforced that, if pupils are not living with their parents or duly recognised guardians, they must live in the hostel attached to the school, or in some school-mess duly recognised by the school as a fit place for students to live in ?

Does the Head Master exercise any supervision over the hostel, or over such school-messes, and are they inspected to see that they are fit places of residence for pupils with regard to sanitation, discipline and morality ?

(13) (*a*) How is discipline maintained by—

(1) Head Master.

(2) Other masters.

(3) What are the usual punishments inflicted ?

(*b*) Note if, during inspection, the boys were well behaved, silent, and answered questions respectfully.

(14) (*a*) How are the subjects taught ?

(*b*) Have the portions of work, or of the books to be read in any one quarter, been duly and properly taught ?

(*c*) Whether the orders regarding the prohibition of the use of keys or cram books are strictly observed.

(*d*) Are drill, caligraphy and drawing properly attended to ?

(*e*) Examine the routines.

(*f*) Examine some or all the classes, in the various subjects on which the pupils have received, or are receiving instruction, and note the examination results at the time of inspection.

(*g*) How often are the classes examined by the head or class masters ? Are they examined orally, or by means of written papers ?

(*b*) Suggestions to Inspecting Officers.

(i) General.

(G. O. No. 95 T.—G., dated the 10th May 1901.)

28. Inspecting officers must not think they are simply reachers or examiners of pupils. They should possess the experience and knowledge needed by teachers, but their real duty is to see how far the actual teachers understand the art of teaching and school management, how far they are careful and zealous in their work ; to give them information on points of work when they are deficient or upon which they cannot be expected to inform themselves ; and, in short, to do everything possible to smooth away their difficulties.

29. **Responsibility of Inspecting officers.**—The Inspector, while he has jurisdiction and supervision over the whole circle, takes under his special care the Zilla and High English schools—Government, aided and unaided—also first-grade Training schools. The Inspector should also examine the accounts of Government schools.

(1) District Inspectors likewise take under their special care Middle schools—Government, aided and unaided—also Training schools of the second and third grades. They may be allowed to devote a certain part of their time on tour to the inspection of High English schools, as it is advisable that they should be acquainted with the condition of higher education, and also as Inspectors are frequently recruited from their ranks. The Inspector can also depute Second Inspectors to visit Zilla and first grade Training schools when he considers it necessary. The Second Inspector should inspect the District Inspectors' offices once a year, and ascertain that they are being worked in accordance with departmental rules.

(2) Subdivisional Inspectors are primarily responsible for the state of Middle and Upper Primary Schools in their districts. They are not ordinarily allowed to visit Zilla or High English schools, either Government, aided or unaided, without the sanction of the Inspector, but should inspect Guru-training and Muallim Training schools, and carefully supervise the work of the Sub-Inspectors under them. They should also inspect the Sub-Inspectors' offices and see that they are being worked in accordance with rules.

(3) The first duties of Sub-Inspectors are in connection with Lower Primary and indigenous schools. They are allowed, however, when authorised by the Inspector of Schools or other authority, to visit Middle schools, but such visits must not interfere with their legitimate duties to lower primary and indigenous schools. Inspecting Pandits are directly under their supervision, and Sub-Inspectors are held responsible for seeing that the work of this class of officers is efficient and satisfactory.

(4) The duties of Inspecting Pandits (Guru Instructors) are confined to Lower Primary and indigenous schools; they are not allowed to visit Middle or High English or training schools of any class.

30. **Tours.**—Tours should be arranged so that inspecting officers can visit the greatest number of schools with the minimum amount of travelling. By a judicious arrangement it is in most cases practicable to lay out a tour along a line from which a large number of schools may be seen. Making short excursions from headquarters, seeing two or three schools and then returning, should not be allowed. There is scarcely ever any need for such flying visits, and it is feared they are undertaken more to swell the number of days on tour and visits paid to schools than for the real welfare of education. Similarly, frequent return to headquarters can, in most cases, be avoided by having work sent to meet an officer while on tour. It is much better for an officer to arrange to halt in the neighbourhood of a post office and have his office work sent out to him, than to return to headquarters to dispose of it. If he returns to headquarters suddenly, he should explain why the work in question was so urgent.

Long daily journeys are not to be undertaken, unless there are special and adequate reasons for doing so. In some cases long daily journeys are necessary, in order to reach a suitable halting place. When an officer travels 20 miles or over on several occasions during the month, an explanation should be submitted with his travelling allowance bill.

31. **Intercourse with parents, guardians, and members of Managing Committees.**—A very important part of an inspecting officer's duty is to be in touch with the people. It is advisable when practicable, that a District Inspector should arrange to halt at a Middle or Upper Primary school, and, after his inspection, have an interview with the Managing Committee, and also as far as practicable, see the parents and guardians of the pupils. In this way he can point out the defects which have come to his knowledge, expain the necessity of regular and punctual attendance, and induce the people generally to take an interest in education. Similarly, Sub-Inspectors and Inspecting Pandits should arrange to halt in the vicinity of Lower Primary schools.

32. **Inspection and Examination.**—The proper scrutiny of a school consists of two principal parts, viz., inspection and examination. By inspection is meant the process of seeing a school at work during its ordinary routine, noting the suitability of the building, the sanitary conditions, the arrangement and organization of classes, the furniture and apparatus, how the accounts and registers are kept, the organisation, order and discipline, the relation between teachers and scholars, and specially the method of teaching. By examination of pupils (when on inspection) is meant the process of testing the pupils so as to see if the instruction and the mode of instruction are sound, and, further, to see whether faults detected by failures in examinations have been or are being corrected; also to see how far subordinate inspecting officers have made suitable reports. In order to arrive at a fair knowledge of the condition of a school, both inspection and examination are necessary. Inspection, or at least part of it, should usually come first, and the examination of pupils afterwards, for the following reasons:—

First.—By first inspecting, especially seeing the work of the teachers, much may be learned as to the standard at which the pupils have arrived, which will be a guide to the inspecting officer in giving questions later on when he is examining the pupils.

Secondly.—The pupils having become used to his voice and presence will be less shy, timid or excited.

Thirdly.—Examination causes so much derangement of the ordinary routine of a school that when it has begun no fair judgment can be formed regarding the discipline and methods of teaching in ordinary circumstances.

33. **Notice of Inspection.**—Ordinarily, notice of the date of inspection should be sent to High English, Middle and Training schools, with the intimation that work should be carried on in accordance with the usual routine on the day of inspection, so that the inspecting officer may have an opportunity of seeing how the schools is managed, the work of the several teachers conducted and the discipline maintained. The Head Master should also be asked to have the usual statements as to roll-number, number of pupils present, the average roll-number, and average daily attendance for the last six months and percentage of attendance, and any other information which may be required, ready. Surprise visits are, however, sometimes necessary and are not forbidden or discouraged in those cases when they are deemed desirable.

34. **Visitors' Book.**—The first duty of the Inspecting officer is to look over the Visitors' Book to see to what points his inspection and examination should be specially directed, with a view to see if former instructions have been carried out. He should then proceed to inspect the school, and afterwards examine the classes.

35. **Registers and Accounts.**—The inspection of the registers and accounts should be made after the inspection of the school and examination of the pupils have been concluded. If on examining the accounts and registers it happens that some are found to be incorrectly kept, the inspecting officer should require the Head Master, Head Pandit, or Guru, as the case may be, to bring the accounts and books to his halting place, if near enough (or, if distant, the officer should remain at the school), and have mistakes corrected.

36. **Returns.**—The inspecting officer should see that the necessary returns have been submitted to the Inspector or District Board's office in due time ; and if any returns are in arrears, he should note the fact and pass orders that the returns should be submitted at once.

37. **Inspection remarks.**—In the higher grades of schools inspection remarks should be written in English, and in middle vernacular and primary schools the remarks if written in English should be translated into the vernacular for the guidance of the teachers. When a class has done badly in a subject, the deficiencies should be clearly pointed out, and plain instructions recorded as to the best way for teachers to remedy the deficiencies ; and in order that an inspecting officer should be able to judge of the progress made, the amount of work done should invariably be noted in the inspection-book. Thus for literature the number of pages read ; for Arithmetic the rules, laws learnt, etc., etc.

38. **Discipline.**—The inspecting officer should see that the teaching and discipline are such as to exert a right influence on the manners, the conduct and character of the pupils, so that they may be brought up as truthful, law-abiding and loyal men, with due reverence for their parents and those in authority over them.

39. **Furniture, etc.**—The furniture, maps and school apparatus should be checked once a year with the lists. If the amount in the school is insufficient, steps should be taken to obtain what is wanting.

40. **Time-table.**—The success of a school depends, in no small measure, on having a good time-table ; so this should be carefully scrutinised, especially with the view to seeing that subjects, such as, for instance, Mathematics, which

require a clear brain, are taken early in the day. Subjects like History or Geography, which are efforts of memory and do not need much mental strain, should be taken towards the close of the day. If a period is devoted to physical exercise, hand-writing should not immediately follow, as physical exercise is likely to make the hand unsteady for some time.

41. **Class order.**—For efficient teaching it is essential that the class be kept in good order. All unseemly habits, such as lounging, lolling over the desks, fidgeting, standing or sitting in a slovenly way, should at once be corrected. The pupils should be made to speak out distinctly, and yet not too loudly, as loud speaking on the part of the pupils or teachers disturbs the work of other classes.

42. **Teacher's position.**—The teacher should arrange his class and take up such a position that he can see every boy in the class, and, if practicable, every boy in the class should face the teacher's position. In a large room he will not probably be able to hear the pupils at the end of the classes, unless they speak very loudly. In such a case he should get the boys to come up to his position in batches, but under no circumstances should he move down to the pupils. The movement of pupils should be effected by voice and eye. It is fatal for a teacher to touch pupils in order to get them into position.

43. **Note-book.**—Every teacher should keep a note-book, in which he should note the separate heads into which he divides each lesson, and in which he should enter briefly the information beyond that given in the text-book which he has given or intends to give to his class. A perusal of this note-book will much facilitate the inspecting officer's work, and give him an insight as to the teacher's methods, and what he should expect from a class. The home preparation of teachers cannot be too strongly insisted on. Many masters teach with the text-books in their hands, but the best masters only look at the text-books to see the scope of the lesson, and then put it away. Thus their eyes are always on the boys' faces—a great help in teaching; also this accustoms the boys to hear facts expressed in different words, and so discourages parrot-like repetitions.

44. **Teacher's language.**—When listening to a master's lesson, the inspecting officer should particularly note whether the lesson is given in plain and homely language, such as can easily be understood by the class. He will also note whether the teacher succeeds in fixing the attention of the whole class, and that he does not confine his attention to a few boys, but divides it over the whole class, paying especial attention to the backward boys. It is a common fault of inexperienced teachers to devote most of their attention to the few good pupils near them, to the neglect of the class in general.

45. **Reading lesson.**—The inspecting officer having taken up his position at one side of the teacher, far enough away from him that he may not disturb the class, should then note the teacher's method—

(1) whether he reads aloud a passage, the class listening, and then gets the pupils to read;

(2) whether he detects mistakes in pronunciation, in not paying attention to stops, in not emphasising the emphatic word or words, in reading with expression, and in inflection of voice when necessary, and how he corrects these;

(3) does he make the pupils read again a sentence in which a mistake has been made, or simply correct the mistake and then allow the pupil to proceed?

(4) does he devote a certain time, say 20 minutes, to reading only, and then, say, 20 minutes to examining and explaining the text, and the remainder of the time to parsing, etc., or does he do all these simultaneously? and

(5) does he put the pupils on consecutively to read or put them on up and down through the class ? The latter is the only method of fixing the attention.

46. **Arithmetic and Algebra.**—The inspecting officer having taken up his position will first observe what precaution the teacher takes to prevent copying. Nothing is so fatal as the habit of copying. It destroys all self-reliance, inculcates deceitfulness, and is more usual in the Arithmetic and Algebra lessons than in any other. The only way to prevent it is to make it impossible. No teacher by simply watching can entirely prevent it in Indian schools, where boys sit so close together ; so it is of vital importance that he should guard against it. The easiest way of doing this is by giving different questions, as, for instance, the class may be numbered and the odd numbers told to do one sum and the even numbers another. It should also be noted whether boys are all provided with books. The teacher should not waste his time in dictating or writing a question on the black-board which the boys have in their books. This is a common mistake in young teachers ; also it should be noted whether the teacher devotes a short time, say 10 minutes, to testing the boys at definitions and statements of back work and rules. It is most important that this should be done. Most teachers neglect this, and take it for granted that boys remember back rules,,etc., etc. It should be noted when a teacher works a sum for the class, if the solution is a general one, such as will apply to other questions of the same class, or if it only applies to the question under consideration ; and if the teacher insists on answers being written out in correct form or only the work shown up. Many pupils can work out sums mechanically, but are absolutely ignorant as to what the answer is or how to express it.

47. **Geometry.**—One of the chief points in inspecting a class in this subject is to see that the subject is really understood, and not merely committed to memory. Pupils should be asked to demonstrate propositions without the use of letters as well as with them. The former method prevents in a great measure the usual system of cram, and the fact of having to use language other than the book language in no small measure tends to improve the pupil's English, and gives them a greater command of that language. Another important point is to see that pupils are able to apply the proposition quoted for making any construction in the proposition under demonstration, and to distinguish between the construction of a problem and the construction for the proof. The pupils should be constantly tested in definitions to see that these are not forgotton ; and definitions and axioms should be carefully illustrated by the teacher. Few pupils understand what a locus is, and fewer still the spirit of indirect proof. Points like these should be carefully explained and illustrated by the teacher.

48. **Mensuration.**—When examining in Mensuration, it should be seen that the teachers have clearly explained to the class the meaning of square measures, and that the pupils clearly understand what is meant. To test this it would be well to get the pupils to mark one square yard, a square *hath*, etc., on the ground.

49. **Writing.**—Hand-writing is one of the most important parts of a pupil's education, and is one to which in many, if not in most, schools very little real instruction is given. In most cases the so-called teacher is in reality only an examiner. He looks over copies written either at school or at home,

marks mistakes, but really gives no instruction how faults should be remedied. A good teacher in this subject should see that the head lines given to pupils are in accordance with the several standards of hand-writing; as for instance, that in round hand the letters in the headings are of the same size, that one pupil has not different size headings from another; in fine that uniformity should be observed in each standard. The teacher should also observe how pupils sit at desks and handle their pens or pencils, so as to correct improper attitudes or any undesirable habits. Attention should be paid to the forming of letters, and seeing whether pupils are too slow or too quick in writing. A good teacher will invariably make use of the black-board in teaching writing, and it is necessary to see that he can himself write clearly and neatly on the black-board.

50. **Geography.**—The teaching of Geography is, as a rule, most unsatisfactory in Indian schools, teachers confining their work simply to seeing that pupils learn by rote lists of names, without teaching the intellectual part of the subject; in fact, the teaching is lifeless. As Fearon remarks: "It is a deplorable waste of teaching power, and is ruinous both to teachers and taught to let the teacher's time and vigour be spent in telling the children mere rudimentary facts which they can gain from a penny text-book". The inspecting officer should therefore direct his attention to the following points:—

(1) to see that the teacher clearly explains to his class the difference between physical and political geography;

(2) that the rudiments of physical geography are first taught;

(3) that maps are invariably used when teaching geography;

(4) that a teacher does not waste his time in simply testing the pupils as to their knowledge of the home lesson;

(5) to see that the teacher makes the lesson interesting by giving his class extra facts not mentioned in the text-book, especially with reference to historical facts and things of interest connected with the place or country;

(6) to see that the teacher has made home preparation for the lesson to be taught;

(7) does he use blank maps or, if these are not available, does he draw blank maps on the black-board? and

(8) does he exercise the pupils in map-drawing?

51. **History.**—The lesson in history should be largely catechetical, and special attention should be paid to seeing that history is not merely learned by rote: in fact, when a pupil simply repeats the book-words, he should not get any credit for his answer. The answer should be in the pupil's own words, and should be such as to show that the subject has been really mastered and not simply learned by rote. When teaching history a map should invariably be used, so as to give the pupil an intellectual idea of the subject. The teacher should himself have carefully read the lesson for the day, and also read other books bearing on the lesson, so as to be able to exemplify and throw extra light on the subject. At the same time it should be carefully seen that the lesson in history does not degenerate simply into a lecture. This is a fault of young and inexperienced teachers.

(ii) District Inspectors.

52. District Inspectors are primarily responsible for the state of Middle and Upper Primary schools. They are required to spend 150 days on tour, and to inspect and examine each upper primary school in their circle once a year, each middle school at least twice a year, and, when practicable, once a quarter. The inspection of a middle school should last for the whole school sitting, and if the school is a large one, may require part or the whole of a second school sitting. A very important part of their work is the supervision of the work of Sub-Inspectors and Inspecting Pandits (Guru Instructors); and in order to test the work of these officers, it is necessary that they should accompany them to some primary schools which should then be inspected and examined by the Sub-Inspector or Inspecting Pandit in the presence of the District Inspector, who will thus be in a position to judge of their work.

It is rather a waste of time and energy for a District Inspector to require the Sub-Inspector and Inspecting Pandit to accompany him throughout his tour. At the same time, for supervision, it is necessary that these officers should be with him part of the time.

53. District Inspectors should require the Sub-Inspectors in their circle to submit programmes of tours for their approval; and in order to facilitate the work of inspection, the schools should be separated into groups, and the schools which have to be inspected *in situ* noted thus: in January a certain number of schools will have to be inspected, in February so many, and so on. The District Inspector will thus be in a position to check the work of Sub-Inspectors.

54. District Inspectors are required to check the diaries of Sub-Inspectors before passing their travelling allowance bills. They should require them to submit a full list of lower primary, special and indigenous schools, showing the dates of inspection in the following form along with their diaries and travelling allowance bills; the form to be returned to them after passing the travelling allowance bill :—

Name of schools.	Class.	Date of starting.	Date of inspection in the month of—												Remarks.
			April.	May.	June.	July.	August.	September.	October.	November.	December.	January.	February.	March.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

55. A complete list of all schools in the circle should be kept in the District Inspector's office in the following form :—

Register number.	Name of school.	Thana	Class.	Name and residence of teacher.	Date when first started.	Name of person in whose house school is held in case the school has no house of its own.	Condition of school house or of the place in which the school is held.	Remarks.
1	2	3	4	5	6	7	8	9

56. The course of studies in Middle schools should be divided into three parts, to be taught during the first three quarters of the year, leaving the fourth quarter for the revision of the whole. At his inspection the District Inspector will see that this has been done, and, further, that the portions so marked out have been taught in each class. The portions marked out for each quarter and a routine of work should be hung up in each class for the information of teachers and pupils by the Head Master.

57. When inspecting a Middle or Upper Primary school, the District Inspector should carefully scrutinise the ages of the pupils, and see that the ages entered in the daily register agree with those in the admission register, and that the ages of pupils who have passed the Primary (*Maktab*) Final Examination, as entered in the admission register, agree with the age stated in the certificate. When any doubt as to the age of a pupil arises, local evidence as far as available should be made use of. Ages should invariably be stated in years and months; thus 12-3 means 12 years 3 months.

"In situ" inspection.—District Inspectors of Schools should see *in situ* all upper primary schools and as many lower primary schools as they conveniently can, as it is absolutely necessary for them to test the work done by Sub-Inspectors and the allotment of grants to primary schools made by them, and this duty can never be properly done without the inspection of schools *in situ*.

(iii) Sub-Inspectors.

58. The duties of Sub-Inspectors are mainly in connection with Lower Primary and Indigenous schools, and unless authorised by a District Inspector or some superior officers, they are not allowed to visit or inspect schools of a higher grade. They are required to be more than 200 days on tour, and should visit and inspect *in situ* each Lower Primary school in their circle at least twice a year. Tour programmes should be submitted to the District Inspector before going out on tour.

59. When inspecting a lower primary school, they should carefully scrutinise the ages of the pupils, comparing the ages as entered in the daily register with those in the admission register, when one is kept, and when any doubt arises as to the age of a pupil, local evidence, as far as available should be made use of. This is especially necessary in the case of pupils in the first class, to whom the Inspecting Pandit has to give a certificate of age. Ages should invariably be stated in years and months; thus 11-6 means 11 years 6 months.

60. The Sub-Inspector should divide the course of studies for primary schools into three parts; one part to be taught in each of the first three quarters of the year, leaving the fourth quarter for revision and exercise. These routines should be made over to the Inspecting Pandits for distribution to the schools, and on visiting the school a Sub-Inspector should see that the portions marked out have been taught in every class, and, in case they have not been so taught, unless good reason can be shown, he should recommend to the District Board, or the Deputy Commissioner in a non-scheduled district, to reduce the teacher's stipend, etc., until what is required is done.

61. A very important part of the work of a Sub-Inspector is that of supervising the work of Inspecting Pandits (Guru Instructors), and particular attention should be paid to seeing that these men do not confine their attention merely to inspecting schools and examining pupils. Their primary work is to instruct the gurus, to show them how to teach, how to manage a school, how to maintain discipline, how to drill pupils, and how to keep registers, etc.; so, when supervising the work of an Inspecting Pandit, he should keep these points prominently in view, and should insist on each Inspecting Pandit leaving on record in the inspection book what time be devoted to the above.

62. When on tour with an Inspecting Pandit, a Sub-Inspector should occasionally get the Inspecting Pandit to instruct the guru, and also teach the classes, so as to test whether the Inspecting Pandit is himself capable of instructing the guru in the art of teaching and school management.

63. Sub-Inspectors are required to check the diaries of Inspecting Pandits. They should therefore require them to submit a full list of primary, special and indigenous schools in their respective circles in the following form, showing the dates of inspection; this form is to be returned to the Inspecting Pandit. They will thus be in a position to see that no school has been left uninspected :—

Name of Schools.	Class.	Date of starting.	Date of Inspection in the month of—												Remarks.
			April.	May.	June.	July.	August.	September.	October.	November.	December.	January.	February.	March.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

64. Sub-Inspectors when halting at a place should, in the evening after school-hours, hold meetings of the neighbouring gurus, in order to instruct them in the art of teaching and school-management, and for the purpose of explaining difficulties which may have arisen in their work. They should also take this opportunity of explaining to them departmental rules, etc. It is also desirable that from time to time they should hold meetings of the influential members of the community, pointing out to them the advantages of education both to boys and girls, and, as far as possible, induce them to take practical interest in education, especially that of girls.

(iv) Maintenance of Maps.

65. The following rules are laid down, in supersession of all previous orders on the subject of the maps to be maintained by inspecting officers for recording the location of colleges and schools of various types and grades.

(Director of Public Instruction's Circular Nos. 1430-1434P., dated the 1st May 1918.)

66. The maps will not only present graphically the educational condition of a district or of an area but also furnish a sound basis for programmes of advancement on definite geographical lines. Inspectors are required to impress upon their subordinate inspecting officers the importance of the subject and to make a special point of seeing during their tours that it receives adequate attention and that the rules are carefully observed.

67. As it is not possible that any money will be made available by Government exclusively for the purpose of the maintenance of maps by inspecting officers, the Inspectors of Schools are permitted to purchase maps for officers under them, from the library grant.

68. (1) Each Divisional Inspector, Second Inspector and Assistant Inspector shall have two sets of district maps for his whole charge. These should preferably be survey maps on the scale of 4 miles to an inch. When survey maps are not available, maps of other scales may be used.

(2) Each District Inspector shall keep two maps of the district in which he works. He shall also maintain a set of thana maps in respect of the area under his charge.

(3) Each Sub-Inspector or Assistant Sub-Inspector shall have thana maps covering the area of his range.

(4) The "jurisdiction" or "mujmili" maps whenever available shall be used for thana maps both by District Inspector and Sub-Inspector or Assistant Sub-Inspector. When jurisdiction maps are not obtainable, maps on tracing cloth shall be prepared by the officers concerned.

(5) The range of each subordinate inspecting officer shall be shown in pencil on each district map.

(6) Along with district maps a statement shall be kept showing the name of each thana in the district, the total number of the population of each thana and the number of each kind of public institutions in it.

(7) With each thana map shall be kept a complete list of villages in the thana and a list of the different kinds of schools with the name of the village in which each school is located. Where jurisdiction maps are available a

printed jurisdiction list will serve as a complete list of villages, and each District Inspector and Sub-Inspector or Assistant Sub-Inspector shall keep such a list together with an alphabetical list of school.

(8) The symbols for the various types of institutions shall be as follows, each number being placed in a circle :—

1.	Colleges for boys	1
2.	Colleges for girls	2
3.	High schools for boys	3
4.	High schools for girls	4
5.	Middle schools for boys	5
6.	Middle schools for girls	6
7.	Upper Primary schools for boys	7
8.	Upper Primary schools for girls	8
9.	Board Lower Primary schools for boys	9
10.	Board Lower Primary schools for girls	10
11.	Lower Primary schools for boys	11
12.	Lower Primary schools for girls	12
13.	Board *Maktabs*	13
14.	*Maktabs* for boys	14
15.	*Maktabs* for girls	15
16.	Senior or High Madrasahs	16
17.	Junior Madrasahs	17
18.	*Tols*	18
19.	Normal Schools	19
20.	Guru Training Schools	20
21.	Training schools for mistresses	21
22.	Technical institutions	22
23.	Industrial schools (including Weaving schools) ..	23
24.	Commercial schools	24
25.	Medical institutions	25
26.	Schools of Art	26
27.	Law institutions	27
28.	Engineering institutions	28

(9) One copy of the two sets of district maps to be kept by officers concerned shall show the position of Nos. 1-10 ; the other show the position of Nos. 11-28 ; and thana maps show the position of Nos. 1-28.

(10) Aided institutions should be included in black ink and unaided institutions in red ink in all kinds of maps.

(11) Divisional inspecting officers and District Inspectors shall carry district and thana maps and lists on tour with them and compare them with the maps and lists of their subordinates, and have them annually brought up-to-date.

(12) The scrutiny of maps and lists should form an important item in the inspection of any office.

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69. Female inspecting officers should maintain for their use "District Maps" indicating the position of girls' schools carefully prepared with the assistance of District Inspectors of Schools in course of their tours.

(Extract from Director of Public Instruction's letter No. 1614P., dated the 22nd May 1918.)

Section II.—Statutory provisions relating to education.

70. The Universities of Calcutta and Dacca are incorporated under University Acts and their management is governed by the provisions of these Acts and by the Regulations framed under Act VIII of 1904. The first named is empowered to specify the conditions to be complied with by schools desiring recognition for the purpose of sending up pupils as candidates for the Matriculation examination, one of the conditions being the submission to periodic inspection by a person or persons deputed by the Syndicate. A recognised school must be under the management of a regularly constituted committee on which the teaching staff is represented and must satisfy the University authorities that it is staffed and equipped in such a way as to provide efficient instruction in the subjects which its pupils offer at the Matriculation examination. Similarly, colleges affiliated to the Universities must submit to inspection, must be under the management of a regularly constituted governing body on which the teaching staff is represented, and must be in a position to teach efficiently the subject in which they are affiliated. The Senate of the University of Calcutta appoints a whole-time Inspector of Colleges, but Government Inspectors are ordinarily deputed to inspect recognised schools and schools seeking recognition.

71. The Bengal Local Self-Government Act (*vide* Appendix A) imposes certain duties and confers certain powers on District Boards in regard to education. All primary and middle schools under public management in the area subject to the authority of a District Board are managed by the Board subject to such control by the Department of Education, as is prescribed by the rules made under the Act (*vide* Appendix B). District Boards may also undertake the management of other classes of schools or may make grants-in-aid to them, and they may be given a share in the management of high schools in municipalities through members, delegated to serve on a joint committee. They may incur expenditure on the provision of hostel accommodation not only in the areas subject to their authority, but also in any municipality within the district, they may establish scholarships for the furtherance of technical or any other special form of education and they may be charged with the distribution of funds transferred to them by the Local Government for expenditure on schools, and hostels. Every District Board is required to appoint an education committee to superintend educational matters; the District Inspector of Schools at headquarters is an *ex-officio* member of this committee.

72. Under the Bengal Municipal Act (*vide* Appendix C), municipalities are empowered to spend a portion of their funds on the furtherance of education subject to such rules and restrictions as the Local Government may prescribe (*vide* Appendix D).

73. The Calcutta Corporation may, at their discretion, provide from time to time, either wholly or partly, for the promotion of primary and technical education.

N.B.—There is no statutory provision for the inspection of institutions under private management which are not recognised by the University and which do not seek recognition.

Section III.—Relations between Executive and Educational Officers.

[General (Education) Department Circular No. 1, dated the 14th February 1916.]

74. District Magistrates have a definite position in regard to middle and primary education in areas under the control of District Boards. In non-board areas, while the general supervision and control of education remains with the inspecting staff, the local executive officers should take an active interests in, and should be freely consulted on, the more general aspects of primary education, as to its amount, distribution and its general arrangement. In particular, the local executive authorities should be consulted as to the distribution of grants to middle and primary schools. Administrative officers are not required to take the same active part in directing the course of higher education, but they should interest themselves in its progress. They should visit colleges and high schools as frequently as possible, offer suggestions for improvements in the accommodation provided for students and teachers, and on the moral and sanitary aspects of their surroundings, encourage sports, be present at distribution of prizes, and in similar ways evince a personal interest in education.

75. Executive officers have certain powers in connection with the appointment of school committees, and, with a few exceptions, they are members of the governing bodies and managing committees of Government colleges and high schools. They are authorised to inspect all institutions managed and aided by Government, and, with the consent of the managers, they may also inspect unaided institutions. It is desirable that executive officers should use their influence with the managers of unaided institutions in the interests of efficiency.

76. Inspecting officers of the Education Department must carefully consider any suggestions made by executive officers. In important matters, e.g., when it is suggested that scholarship rights should be withdrawn from any institution, the Inspector must make a reference to the Director of Public Instruction, if his opinion is in opposition to that of the executive officers. Inspecting officers must refer all proposals on important schemes or questions to District Magistrates and Commissioners before submission to a higher educational authority. In order to save correspondence references should be made after personal consultation. The following classes of cases may be considered as important in addition to those in which Inspectors are specially requested to take action in consultation with any civil officer :—

(*i*) Changes in the management of any important educational institution or any large number of smaller institutions.

(*ii*) Systems of grants-in-aid.

(*iii*) Special measures for the encouragement of education among backward classes.

(*iv*) Grave or organised breaches of discipline and subsequent disciplinary measures (save where immediate action is required by Headmasters of Government schools, when they should act at once after personal consultation, if possible with the District Magistrate and report to the Inspector, who will forward the report at once to the Director with his own opinion).

(*v*) Any general administrative measure touching a considerable number of schools.

(*vi*) Land acquisition or building operations for any important educational institution or for any large number of smaller institutions.

77. Cordial relations between executive and educational officers are of the utmost importance. Such relations are made easier of attainment by personal intercourse. The Divisional Inspector is, among his other duties, the educational adviser of the Commissioner; similarly, the District Inspector is the educational adviser of the District or Subdivisional Officer. But at the same time many points are bound to arise, which should form the subject of personal discussion between the Inspector and the local executive officers. An Inspector, therefore, in addition to keeping in close touch with the Commissioner and impressing upon his subordinates the necessity of doing the same in the case of District and Subdivisional Officers, should himself afford every opportunity to the local executive officers of availing themselves of his expert opinion and experience. Such ends can best be attained by purely informal consultation. The following definite instructions have, however, been laid down :—

(*i*) Each Inspector and Additional or Second Inspector will send a copy of his tour programme in good time to the District Officer. This will give the latter an opportunity to acquaint the Inspector with any matters which, in his opinion, appear to call for the Inspector's special attention along the route which he will follow, and if necessary to arrange place and time of meeting.

(*ii*) At the commencement of a prolonged tour in any district, the Inspector and Additional or Second Inspector should receive from the District Inspector, a summary report upon the conditions and requirements of school buildings, appliances, gardens, the work of controlling agencies, the distribution of schools and upon middle and primary education in general. The Inspector should give his attention to this report during his tour, and at its conclusion he will send in a brief report to the District Officer embodying such portions of the District Inspector's report as he sees fit, and giving a succinct statement of the educational needs of the district, with special reference to middle and primary education. Those portions of the report which deal with matters under the control of the District Board, will be laid before the District Board Education Committee for consideration.

78. Besides general and informal discussions, meetings of a slightly more formal character should be held at definite intervals at which inspecting officers will discuss educational matters with executive officers and non-officials interested in education :—

(*i*) Each Divisional Inspector should at least once a year arrange with the District Officer of each district to meet him in conference with the District Board Education Committee, representatives of Municipal Boards and any other officers or gentlemen whose co-operation may be considered desirable. The subjects of discussion would be the general sufficiency and efficiency of and all outstanding questions connected with, middle and primary education in that district. Such a conference need not take up more than one day or part of a day. Owing to the exigencies of his extended tours, the Inspector may conveniently make the preliminary proposals as to time and place of

meeting. The personnel and the subjects of discussion of the conference should be arranged by both officers in consultation.

(*ii*) The Inspector should inform the Commissioner at a reasonable time before the Annual District Officers' Conference of such educational subjects as he considers should be discussed at the conference, and he will arrange to be present at those meetings of the conference at which educational affairs are discussed. The subjects for discussion in such conferences would fittingly be—

(*a*) Any far-reaching measures touching primary education, such as the precise duties of local bodies, the management of schools, etc., and any criticism or opinions raised regarding curriculum, school appliances and school buildings.

(*b*) Special points regarding secondary and collegiate education, such as the constitution of committees, the erection of buildings, etc.

Copies of the resolutions or results of the Conference on educational subjects should be forwarded to the Director of Public Instruction, Bengal.

(G. O. No. 2705 Edn., dated the 25th April 1927.)

79. The relations of Sub-Inspectors of Schools to the Chairman of a District Board or the District Officer in a district in which there is no District Board are defined below :—

(*a*) Sub-Inspectors of Schools are under the direct control of the Education Department, but at the same time they are required to work in co-operation with District Board or with District Officer in districts in which there are no District Board. They must, therefore, loyally carry out the orders of the Chairman of a District Board or of the District Officer. In the case of any difficulty or doubt arising on this subject, the matter should be referred to the Director of Public Instruction through the Divisional Inspector of Schools.

(*b*) The Chairman of a District Board or the District Officer, as the case may be, may suspend a Sub-Inspector in anticipation of departmental approval. In that case he should as soon as practicable, submit a report on the case to the Divisional Inspector of Schools.

(*c*) The Chairman of a District Board or the District Officer, as the case may be, may transfer a Sub-Inspector within his district, with the concurrence of the Divisional Inspector of Schools. In special cases in which urgent action is required, the Chairman or the District Officer may transfer a Sub-Inspector without reference to the Divisional Inspector, but in that case he should send information without delay to the Divisional Inspector.

(*d*) The Divisional Inspector of Schools shall obtain the views of the Chairman of the District Boards or the District Officers concerned as the case may be, regarding any transfer of Sub-Inspectors which he proposes to make, whether to another circle in the same district or to another district. Although Sub-Inspectors are officers of the Education Department, it must be borne in mind that local bodies are largely responsible for primary education within their areas and it is therefore necessary that due consideration should be given to their wishes. It is desirable to avoid overriding the opinion of the Chairman of District Boards or of District Officers so far as is consistent with the efficient administration of the Division.

(*e*) Diaries and travelling allowance bills of Sub-Inspectors should be submitted to the Divisional Inspector of Schools, through the District Inspector of Schools, together with the duplicate copies for transmission to the Chairman of the District Board or the District Officer, as the case may be, for information.

(*f*) Character rolls of Sub-Inspectors should be submitted by the District Inspector to the Divisional Inspector through the Chairman of the District Board or the District Officer as the case may be.

APPENDIX A.

Provisions of the Local Self-Government Act (III of 1885), relating to Education.

Section 62.—Subject to any rules made by the Lieutenant-Governor under this Act, every District Board shall be charged with, and be responsible for, the maintenance and management of all primary and middle schools under public management within the district, the construction and repair of all buildings connected therewith, the appointment (subject to the provisions of section 33*) of all masters and assistant masters thereof, and the payment of the salaries of such masters and assistant masters. Provided that nothing contained in this section shall be held to apply to schools for the education of Europeans and Eurasians.

Section 63.—The District Board may, subject to any rules made by the Lieutenant-Governor under this Act (as amended by Bengl Act V of 1908)—

(*a*) with its own consent, be charged with, and made responsible for, the maintenance and management of any other schools or class of schools, within the district; or

(*b*) make grants-in-aid to any such school whether the same be under public or private management.

Section 64.—It shall be lawful for the Lieutenant-Governor to declare that the maintenance and management of any High English School under public management, situated within a town which has been or may hereafter be constituted a Municipality under the Bengal Municipal Act, 1884, shall be entrusted to a Joint Committee, consisting partly of members delegated by such District Boards as may be named in the order.

Every order issued under this section shall specify the number of members to be delegated, and the proportion of the cost of maintenance of the school to be provided by each of the local authorities and the municipal authority named therein.

Every Joint Committee, appointed under this section shall, in respect of any such schools, have the same powers and be subject to the same liabilities as are by this heading conferred and imposed on District Boards.

Section 64A.—The District Board may, subject to any rules made by the Lieutenant-Governor under this Act—

(*a*) provide buildings to be used as students' hostels in connection with schools for the maintenance and management of which the Board is responsible under section 62 or section 63, and maintain and manage such hostels; or

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*N. B.—Section 33.—Every District Board, subject to the provisions hereinafter contained, may from time to time determine and appoint the establishment to be employed by it, or by any Joint Committee constituted under section 30, and may fix the salaries to be paid to such establishment:

Provided—

(1) That no appointment, the monthly salary of which amounts to one hundred rupees or more, shall be created or abolished without the approval of the Commissioner, and that every nomination to, and dismissal from, such an appointment shall be subject to confirmation by the Commissioner.

(2) That every District Board shall conform to any rules made by the Lieutenant Governor under this Act regarding the qualifications of candidates for employment.

(*b*) make grants-in-aid to any school referred to in section 63 or section 64 or any other school, college or educational institution, for the purpose of providing buildings to be used as students' hostels in connection with such school, college or institution, or for the purpose of maintaining and managing such hostel.

(As amended by Bengal Act V of 1908.)

(*c*) establish scholarships for the furtherance of technical or any other special form of education :

(As amended by Bengal Act I of 1914.)

Provided that, save with the sanction of the Local Government, no such scholarship shall be tenable at any school or institution not situated within the area under the authority of the District Board.

Section 65.—It shall be lawful for the Lieutenant-Governor from time to time to transfer to a District Board such funds as he may deem necessary for expenditure on—

(*a*) the improvement of any schools or class of schools within the district under private management ; or

(*b*) the maintenance or improvement of any schools maintained and managed by the District Board ; or,

(*c*) the provision of buildings to be used as student's hostels in connection with any school referred to in section 64, or in clause (*a*) or clause (*b*) of this section, or any other school, college or educational institution, and the maintenance and management of such hostels ; and subject to any rules made by the Lieutenant-Governor under this Act, the Board shall be charged with, and shall be responsible for, the proper distribution of such funds.

(As amended by Bengal Act V of 1908).

Section 65A.—The hostels referred to in sections 64A and 65 may be situated either within the area directly subject to the authority of the District Board, or within any place or town lying within that area in which the Bengal Municipal Act, 1884, is for the time being in force.

(As amended by Bengal Act V of 1908.)

Section 65B.—(*1*) Every District Board shall appoint to be members of an Education Committee—

(*a*) the District Inspector of Schools ;

(*b*) three members of the District Board ; and

(*c*) not more than three residents of the district not being members of the District Board.

(2) The appointment of any person referred to in clause (*c*) of sub-section (*1*) to be a member of an Education Committee shall be subject to the approval of the Commissioner ;

and when his appointment has been so approved, such person shall, for the purpose of sub-clause (*b*) of clause 60 of section 53, be deemed to be a member of the District Board.

(3) It shall be the duty of an Education Committee subject to the control of the District Board and to any rules made by the Lieutenant-Governor under section 138—

(*i*) to superintend all matters connected with the finances, accounts, maintenance and management of all schools maintained by the District Board ; and

(*ii*) to determine the conditions to be complied with when grants are made by the District Board in aid of other schools.

(4) Nothing in the foregoing sub-sections shall apply to schools referred to in section 64.

(As amended by Bengal Act V of 1908.)

Section 104.—A Union Committee, as the agent of and subject to the control of the District Board, shall, within the Union, have the control and administration of, and be responsible for, all matters specified in this chapter*, except such of those matters as the District Board may think fit to take under its direct control and administration.

(As amended by Bengal Act V of 1908.)

Section 112.—Subject to any rules made by the Lieutenant-Governor under this Act, every Union Committee shall be charged with, and be responsible for, the maintenance and management of all primary schools within the Union, the appointment (subject to section 36)† of the gurus of such schools, and the transmission to such gurus of any rewards that may be granted by the District Board or Local Board.

Section 138.—It shall be lawful for the Lieutenant-Governor to make rules, consistent with this Act, for any District Board or Union Committee, for the purposes of—

(*j*) regulating the maintenance and management of schools under sections 62, 63 and 64, the construction and repair of buildings connected therewith, and the appointment of masters and assistant masters, and the proper distribution of funds transferred to District Boards under section 65 ;

(*j1*) prescribing the conditions subject to which grants-in-aid may be made under section 63 or section 64A ;

(*j2*) regulating the provision, maintenance and management of students' hostels under section 64A ;

(*j3*) prescribing the power and duties of Education Committees, and regulating the removal of members from office ;

[(*j1*), (*j2*) and (*j3*) as amended by Bengal Act V of 1908.]

(*j4*) regulating the grant of scholarships established under section 64A;

(As amended by Bengal Act I of 1914.)

***Chapter III—Duties and Powers of Union Committees.**

†**Section 36.**—Every Union Committee may from time to time determine and appoint the establishment to be employed by it, and may fix the salaries to be paid to such establishment. Provided that no appointment, the monthly salary of which amounts to Rs. 10 or more, shall be created without the consent of the District Board.

(*q*) regulating the powers of Union Committees in regard to primary schools under section 112;

(*t*) generally determining the relations between District Boards, Local Boards and Union Committees and for the guidance of Boards and Committees and Government officers in all matters connected with the carrying out of the provisions of this Act.

APPENDIX B.

Notification.

No. 395T.-Edn.—The 17th June 1920.—In exercise of the powers conferred by clauses (*j*), (*j1*), (*j2*), (*q*) and (*t*) of section 138 of the Bengal Local Self-Government Act of 1885 (Bengal Act III of 1885), and in supersession of the rules published with notification No. 3373, dated the 25th September 1895, at pages 976-990 of Part I of the *Calcutta Gazette* of the 2nd October 1895, as amended by notification No. 1550 Edn., dated the 18th December 1917, published at pages 1917-1918 of Part I of the *Calcutta Gazette* of the 19th December 1917, the Governor in Council is pleased to make the following rules, namely :—

EDUCATIONAL RULES UNDER THE LOCAL SELF-GOVERNMENT ACT OF 1885.

Part I.—Preliminary.

1. In these rules—

(*1*) "Board School" means a school under the direct management of the "District Board," hereinafter called "the Board";

(*2*) "The Department" means the Department of Public Instruction; and

(*3*) "Inspector" means the Divisional Inspector of schools or the Inspector authorised to act on his behalf, and includes the Inspectress in cases where she exercises the powers of an Inspector.

Part II.—Board Schools.

2. (*1*) Subject to the general control of the department the Board shall have the following powers with regard to primary schools :—

(*a*) Of undertaking the direct management of any such school.

(*b*) Of deciding where new schools shall be opened and the manner in which accommodation for them shall be provided.

(*c*) Of transferring or closing existing schools.

(*2*) The Board shall not undertake the direct management of middle vernacular schools not already under its management without the sanction of the Inspector, who shall satisfy himself before granting sanction that the Board has already made adequate provision for primary education.

(3) The Board shall not undertake the direct management of any other school not already under its management without the sanction of the Director of Public Instruction, who shall similarly satisfy himself that the Board has made adequate provision for primary education.

3. The status of a Board Middle or Primary school shall not be altered without the sanction of the Inspector.

4. When it is proposed to change the status of a Board Middle or Primary school or to undertake the direct management of any school other than a primary school the proposals of the Board under rules 2 and 3 shall be accompanied by a detailed description of the school and by definite suggestions regarding its future maintenance and management. Plans of the school building shall be forwarded for approval by the Department (Inspector in the case of middle and primary schools).

5. Every Board school with all its account books and other records shall at all times be open to inspection by the Divisional Commissioner, the district and subdivisional officers, the members of the Board and the inspecting officers of the department.

6. The Departmental curriculum shall be followed in Board schools, but the local authority shall have full discretion in the adoption of optional subjects included in the curriculum. The Departmental rules regarding the admission and withdrawal of pupils shall be observed in Board schools. In all other matters the management of Board schools shall be entirely in the hands of the local authority.

7. Strict religious neutrality shall be maintained in all Board schools.

8. Fees for tuition shall be levied from pupils in all Board schools except from such pupils as may be exempted by the District Board, and in the case of middle schools, by the managing committees under rule 12(2).

9. Teachers in Board schools shall be appointed by the District Board, provided that they have such qualifications as may be prescribed by the department. All proposals to appoint teachers not possessing such qualifications shall require the sanction of the Inspector.

10. (1) There shall be a Managing Committee for each Board Middle school which shall be composed of the following members:—

(a) The President, to be appointed by the Chairman of the Board.

(b) The Head master/mistress.

(c) An elected representative of the teaching staff other than the Head master/mistress.

(d) Two representatives of the parents and guardians of the pupils of the school to be elected by the parents and guardians.

(e) A member of the District Board or other person nominated by the Board.

(2) The members of the Committee shall elect a Vice-president and a Secretary from amongst themselves.

(3) The members of a Committee who are not appointed *ex-officio* shall hold office for three years, but shall be eligible for re-appointment at the end of that period. Members appointed during the three-year period shall ordinarily hold office till the end of that period.

11. The business of the Committee shall be conducted in the following manner :—

(*a*) The Committee shall meet at least three times a year, viz., at the commencement of the session, after the summer vacation and after the Puja vacation.

(*b*) Due notice of each meeting and of the business to be transacted shall be given by the Secretary at least one week before the meeting.

(*c*) Three members shall form a quorum.

(*d*) The President shall have a casting vote.

(*e*) Ordinarily no business, other than that of which notice has been given, shall be transacted. Should any other business be transacted an opportunity shall be given to the absent members, if any, of reopening the subject at a subsequent meeting to be held within such period, not being less than a week, as the president may determine.

(*f*) The Secretary shall record the proceedings of the committee in a proceedings' book. The record of each meeting shall be confirmed at the subsequent meeting.

12. (*1*) The Committee shall be mainly an advisory body and shall deal with all schemes of development, specially those involving additional expenditure, leaving to the Head master/mistress the conduct, in accordance with the rules of the Education Department, of the current business of the school, such as the arrangement of classes, the settlement of routine, the annual examinations, the award of class promotions, and all minor matters relating to school discipline and teaching. The Head master/mistress shall bring important matters to the notice of the President, who will decide whether they should be brought before a meeting of the Committee. In particular, no pupil shall be rusticated or expelled except under an order of the Committee. Hostel and conveyance arrangements shall ordinarily be discussed by the Committee.

(*2*) The Committee shall control the award of free studentships.

(*3*) The members of the Committee shall be required to take an active interest in the welfare of the school. Each member shall ordinarily visit the school at least three times a year. Such visits shall be informal so as not to interfere with the working of the school. A visitors' book shall be kept in which members may record their opinions on the management of the school.

(*4*) The annual report of the school shall be considered and approved by the Committee before submission to the Chairman of the Board.

Part III.—Grants.

I.—Grant-in-aid schools.

A.—General Rules.

13. (*1*) Subject to the other provisions of this part, the Board may contribute to the District Primary Education Fund constituted under the Bengal (Rural) Primary Education Act, 1930, and may make grants-in-aid to educational institutions of the following types only :—

(*a*) Primary schools for boys and girls, maktabs for boys and girls and tols except primary schools recognised under section 54 of the said Act and situated in an area where primary education cess has been imposed thereunder.

(*b*) Middle schools for boys and girls, *i.e.*, middle English, middle vernacular and junior madrasahs.

(*c*) Technical schools.

(*d*) High English schools and senior madrasahs.

(*e*) Other schools considered by the Director of Public Instruction to be of public utility.

(*f*) Libraries maintained for the public benefit and open to the public and on the managing authority of which the Board is represented.

(G. O. No. 1820 Edn., dated the 14th July 1934.)

Recurring—

Stipends paid to teachers.

Monthly sums paid to the school.

Capital—

Building grant.

Equipment grant.

14. The Board shall interfere as little as possible with the local management of a school in receipt of a grant-in-aid from the Board.

15. No grant shall be made to an institution which has not been in existence for at least one year or in the case of primary schools for six months or to any school (excluding libraries) which does not fulfil the following conditions :—

(*a*) The curricula prescribed by Government are adopted.

(*b*) The teachers are as far as possible trained and efficient men.

(*c*) The casual leave granted to teachers shall be limited to ten days a year.

(*d*) The departmental rules regarding the admission and withdrawal of pupils are observed.

(*e*) The school is open to inspection by the Divisional Commissioner, District and Subdivisional Officers, Chairman and members of the Board and the Inspecting Officers of the Department.

(G. O. No. 1820Edn., dated the 14th July 1934.)

B.—Special Rules.

Primary Schools, Tols *and* Maktabs.

16. (*1*) Recurring grants-in-aid to primary schools, *tols* and *maktabs* shall ordinarily take the form of stipendiary grants payable quarterly to the teachers direct.

(*2*) The stipends payable to a school, *tol* or *maktab* in any year shall be determined on a consideration of the inspection reports for the previous year. The following points shall be taken into consideration :—

(*a*) Average percentage of attendance.

(*b*) Qualifications of teachers.

(*c*) Amount of income from private sources, including fees.

(*d*) Efficiency of teaching and state of discipline.

(*e*) State of school building, furniture and apparatus.

(*3*) Stipendiary grants shall be paid within a fortnight after they become due.

17. No grant shall be paid to a primary school, *tol* or *maktab* unless the following conditions, in addition to those mentioned in rule 15, are fulfilled :—

(*a*) The school, *tol* or *maktab* shows a regular attendance sufficient to ensure continuity and stability.

(*b*) The staff employed is adequate to the number of pupils reading in the school.

(*c*) The head teacher submits quarterly to the local sub-inspector of schools a statement showing the number of pupils on the rolls, the average daily attendance and the amount of income from private sources (including the fees) for each month of the quarter within a week of the commencement of each following quarter.

(*d*) The following registers are maintained :—

(1) An attendance register.

(2) An admission register.

(3) An account book.

(4) A visitors' book.

Middle Vernacular Schools, Junior Madrasahs and Technical Schools.

18. (*1*) The Board shall not make any grants to a Middle Vernacular or Technical school or to a Junior Madrasah which has not been brought under the Departmental grant-in-aid rules.

(*2*) The grant-in-aid to a Middle Vernacular or Technical school or to a Junior Madrasah shall take the form of a monthly grant. Small non-recurring grants for furniture and equipment may also be made.

19. The Secretary of the managing committee of a school or madrasah shall be the recognized corresponding agent of the school with the Board.

20. The Board shall dispose of applications for new grants-in-aid in consultation with the Inspector.

21. The Board shall notify to the Inspector all grants suspended, or reduced, or increased, or renewed, or newly sanctioned. If the Inspector makes any definite recommendation in such matters to the Board, the Board shall take such recommendations into consideration.

High English and middle English schools and other institutions of public utility.

22. In areas where the primary education cess has not been imposed under the Bengal (Rural) Primary Education Act, 1930, the Board shall not make any grant to a high or middle English school not previously in receipt of a grant from the Board except with the sanction of the Director of Public Instruction or the Inspector, respectively, who shall satisfy themselves before allowing the grant that the Board has already made adequate provision for primary education or has contributed a reasonable amount, if necessary, to the District Primary Education Fund constituted under the said Act. No grant-in-aid of

FORM A.

(See rules 30 and 32, Part V, of the Rules under the Local Self-Government Act of 1885.)

Detailed Educational Budget Estimate of the District Board of for the year ending 31st March 19 .

Detailed heads.	Previous year.	Current year.	Estimate for ensuing year.
Receipts.			
I.—Fees from Board Schools :-			
(1) Training and Special Schools ..			
(2) High Schools ..			
(3) Middle Vernacular Schools ..			
(4) Middle English Schools (including Junior Madrasahs)			
(5) Primary Schools			
Total ..			
II.—Contributions :—			
(1) From Provincial Revenues . ..			
(2) From other Local Funds			
(3) From other sources			
(Contributions shall be shown under separate sub-heads according to the objects for which the contributions are made)			
Total ..			
III.—Income from endowments			
Total ..			
IV. Other receipts—			
(1) Sale proceeds of books			
(2) Miscellaneous			
(Receipts under this head will be shown under appropriate heads)			

Detailed heads	Previous year.		Current year.		Budget estimate for ensuing year.	Remarks.
	Estimate.	Actuals	Sanctioned estimate	Revised estimate.		
Expenditure.						
I.—Inspection :—(Inspecting Pandits) ..						
II.—Maintenance and Management						
A.—Board Schools—General (The details of expenditure shall be shown under appropriate sub-heads for each class of schools. Details for each school shall be shown separately.)						
B.—Board Schools—Special (1) Training Schools .. (2) Technical Schools .. (Details for each school shall be shown separately.)						
III.—Grant-in-aid						
A.—Recurring grant						
(i) Schools, other than primary schools, *maktabs* and *tols* and hostels .. (The details of expenditure shall be shown under appropriate sub-heads for each class of schools. Details for each school shall be shown separately.)						
(ii) Stipendiary grants to primary schools						
B.—Capital grants— (The details of expenditure shall be shown under appropriate sub-heads for each class of schools. Details for each school shall be shown separately.)						
IV.—Scholarships—Technical scholarships						
V.—Miscellaneous*						
VI.—Refunds*						
VII.—Contributions* (a) To Government .. (b) To Local Funds ..						

*The details of expenditure shall be shown under appropriate sub-heads.

APPENDIX C.

Provisions of the Bengal Municipal Act relating to Education.

Section 69.—After the said sums have been set apart under section 68, the Commissioners at a meeting may, subject to such rules and restrictions as the local Government may from time to time prescribe, apply the Municipal Fund to—

(*1*) the construction and repair of school houses, either wholly or by means of grants-in-aid.

(*2*) the establishment and maintenance of schools either wholly or by means of grants-in-aid.

Section 69B.—The local Government may from time to time make rules for the guidance of the Commissioners in all matters connected with the carrying out of the purposes of section 69.

11. The Commissioners of the Municipality at a meeting shall consider the recommendations of the Managing Committee, who shall be mainly an advisory body and shall take such action as they think fit in accordance with these rules.

12. The Managing Committee shall—

(*i*) deal with all schemes of development,

(*ii*) recommend the award of free studentships,

(*iii*) consider the annual report of the school before submission to the Commissioners of the Municipality ; and

(*iv*) the members of the Committee shall have power to visit the school informally so as not to interfere with the working of the school and to record their opinions in the visitors book which shall be kept for the purpose.

13. The head teacher shall carry on the current business of the school in accordance with the rules of the Education Department and shall bring matters of importance to the notice of the Managing Committee.

14. No pupil shall be expelled or rusticated from any municipal school except under the orders of the Managing Committee.

Part III.—Grant-in-aid Schools.

General Rules for all schools.

15. Except with the previous approval of the Divisional Commissioner the Commissioners of a Municipality shall not make any grants-in-aid, whether capital or recurring, to schools other than primary schools (including *tols* and *maktabs*) and middle vernacular schools.

16. No school shall be aided by the Commissioners of a Municipality unless it—

(*a*) adopts the organisation and curricula prescribed by the Education Department any deviation therefrom requiring the sanction of the Director of Public Instruction, and

(*b*) is open to inspection by the inspecting officers of the Education Department and other officers mentioned in rule 4.

Special Rules for Primary Schools including Tols and Maktabs.

17. Recurring grants-in-aid to primary schools, *tols* and *maktabs* shall ordinarily take the form of stipendiary grants payable, as the Commissioners may determine, monthly, either to the teacher direct or to the Secretaries of duly constituted committees of schools where such committees exit. Payment shall be made in the first week of each month for the grant for the preceding month. The Commissioners may also make small non-recurring grants for furniture and equipment.

(G. O. No. 3718Edn., dated the 8th September 1930.)

18. The rate of stipends payable in any one year shall be determined by the Commissioners of a Municipality on consideration of a proposition statement prepared by the senior local officer of the Education Department and based on the inspection reports of the previous year.

CHAPTER III—ARTS COLLEGES.

Section I.—General.

1. **Scope of the rules.**—All Colleges that are affiliated to the University of Calcutta are subject to the Regulations of that body in matters relating, among others, to affiliation or disaffiliation, management, submission of annual and periodical returns, and liability to periodic inspection. Similarly, Colleges under the control of the Board of Intermediate and Secondary Education, Dacca, are, in like matters, subject to the Regulations of the Board. The rules in this section and in succeeding sections of this chapter and in subsequent chapters of this Code are supplementary to the Regulations of the University or of the Board.

2. **Classification of Colleges.**—Colleges are classified as follows :—

(*a*) Government colleges which are supported and controlled by Government.

(*b*) Aided colleges which are not under public management but are in receipt of aid from public funds under the grant-in-aid rules.

(*c*) Non-Government colleges which are privately managed and which do not receive grant-in-aid.

3. **Grading of Colleges.**—Colleges are graded as first grade or second grade, according as they teach up to the Degree or only up to the Intermediate Standard.

4. **Management.**—Every College must be under the management of a Governing Body and must be conducted in accordance with the regulations of the department and the University or the Board.

5. **Submission of returns.**—Every Government or aided college is required to submit punctually and in the prescribed forms such annual and periodical returns as may be required by the Department.

6. **Admission and withdrawal, etc., of students.**—The power of granting admission to Government colleges rests with the Principal, who is responsible in its exercise for the observance both of Government orders with regard to the number of students of various communities and of the Regulations of the University or the Board with regard to residence. The rules to be observed by all colleges in matters relating to the admission, transfer, withdrawal, residence, rustication and expulsion of students are contained in the Regulations of the University or the Board.

(G. O. No. 718, dated the 4th April 1917.)

7. Applications for admission shall be recorded in a register in the following form :—

(1) Serial number.

(2) Date of application.

(3) Name of applicant for admission.

(4) Class into which admission is sought.

(5) The division in which the applicant passed the Matriculation or other examinations.

(6) Proposed residence during term.

(7) Admitted or refused.

(8) Initials of Principal or Professor in charge.

The original applications will be preserved for one year.

(G. O. No. 718, dated the 4th April 1917.)

7A. In all Government colleges in Bengal except the Presidency College, Calcutta, all students (including free and part-free students) should pay at the time of admission or transfer one month's full tuition fee in addition to the usual monthly charges. In the case of withdrawal, a student should not be called upon to pay any special fee, but should be required to pay fees up to the end of the month in which he gives notice of withdrawal. A full free student will not, therefore, be charged any fee at the time of withdrawal and a part-free student will only pay such fee as he (or she) would have ordinarily paid up to the end of the month in which the notice of withdrawal is given. Students who are granted leaving certificates should however pay a special fee equivalent to the usual transfer fee.

(G. O. No. 4044Edn., dated the 4th November 1930.)

8. **Discipline.**—No student may address any complaint or petition to any officer of the Education Department, except through the head of his college who will use his own discretion in forwarding such communications. In cases where this rule is infringed, the officer to whom the communication is addressed should return it to the Principal without paying any attention to its contents, and the latter will treat the case as a breach of discipline and is empowered to punish the offender as he may think fit.

Parents and guardians will of course exercise their natural right to make representations on behalf of those under their legal guardianship to the proper authorities.

(Director of Public Instruction's Circular No. 58, dated the 25th March 1916.)

9. The principal of a College is, however, responsible for the maintenance of discipline in accordance with the regulations of the University [or the Board], and the rules of the Department. He is empowered, subject to the limitations imposed by the University [or the Board], to fine, suspend, rusticate or expel a student, but must send an immediate report to the Director and the University [or the Board] of all cases in which the punishment of rustication or expulsion has been inflicted.

(G. O. No. 175, dated the 23rd January 1918.)

Government attach great importance to the maintenance of a strong influence over their students by teaching staffs and Governing Bodies, Managing Committees and the teaching staff of all institutions must realise the need for teachers to consolidate their influence by all means in their power and to lose no opportunity of organising and taking part in activities which may interest students or occupy their attention. It is, for example, very important that teachers should take part in the organisation of games, the boy scout movements, historical and scientific excursions, debating societies and in the publication of school or college magazines. These efforts of teachers should not be confined solely to teaching hours, but are expected to extend to activities of students taking place at other times.

(G. O. No. 660 T.—Edn., dated the 19th June 1930.)

10. The following additional rules for the maintenance of discipline in Government colleges have been sanctioned by Government:—

(*i*) A Professor or a Lecturer in a college may, on his own authority, mark a pupil absent or suspend him from attendance at his own lectures up to a period of a week.

(*ii*) A Professor or a Lecturer, on his own authority, may fine up to a limit of Rs. 5 any individual student for misconduct in his own lecture-room, or in any place immediately adjacent to his own lecture-room, provided that in such place the student is not then under the control of another Professor or Lecturer.

(*iii*) A Professor or a Lecturer, with the previous sanction of the Principal, may fine a class collectively for misconduct either in his own lecture-room or in any place immediately adjacent to his own lecture-room (provided that in such place the class is not under the control of another Professor or Lecturer) up to a limit of one rupee per head when the fault committed cannot be brought home to any individual or individuals.

(*iv*) A Professor or a Lecturer who finds any cause of complaint in the conduct of a student, or a number of students, or of a class not in or adjacent to his own lecture-room, but in any other place within college limits, should report the matter to the Principal of the college for necessary action.

NOTE.—The punishment inflicted by a Professor or a Lecturer under any of the clauses of this rule, should in every case be reported to the Principal of the college for information.

(Director of Public Instruction's Circular No. 37, dated the 26th February 1906.)

11. **Smoking in Colleges.**—In view of the permanent injury to the constitution that may result from acquiring the habit of smoking at an early age, Principals of Colleges should prohibit the sale of cigarettes or tobacco in any form on the premises of their institutions and should also forbid students to smoke on or outside those premises. They should also occasionally hold informal talks in the class-rooms, pointing out to the students the evil effects on the constitution of the young of tobacco-smoking or of using any intoxicating substance, and endeavour to exercise a healthy influence upon their pupils by abstaining from smoking upon the premises of their institutions or, at any rate, by not smoking before their students. Students disobeying any order made by the Principal under this rule should in the first instance, be warned; they should be punished for all subsequent offences.

(Director of Public Instruction's Circular No. 104, dated the 24th April 917.)

12. **Use of educational institutions for political meetings.**—The use of the buildings and grounds of Government or aided institutions for political meetings or demonstrations is forbidden.

(G. O. No. 660 T.—Edn., dated the 19th June 1930.)

13. **Conduct of students at public meetings.**—If a student of a Government or aided institution so conducts himself or herself at any public meeting as to bring undesirable notoriety upon the institution in which he or she is reading, or engages in political agitation in such a way as to interfere with the corporate life and educational work of the institution, or indulges in picketing or open violence, such action shall be deemed a breach of discipline and be dealt with by the Head of the institution in accordance with the ordinary rules.

13A. **Treatment of students who take part in strikes and hartals.**—(1) Disciplinary action should be taken against the ringleaders as well as those who take an active part in picketing. Every effort should be made to ascertain the names of students who, for the purpose of dissuading students from attending school or college, picket their own or other educational institutions.

(2) Students who remains absent from school or colleges and whose continued absence, after due warning, is, in the opinion of the Head of the institution, unjustificable, should have their names struck off the rolls. or be dealt with in such other way as the Head of the institution thinks fit.

(3) In colleges the power of suspension and, subject to a report to the Syndicate under Chapter XXIII, Section 33 of the Calcutta University Regulations, or rustication and expulsion, rests with the Principal, who should, however, report the fact to the governing body of the college when he has found it necessary to award mass punishment of this description. In schools the power of rustication and expulsion of pupils rests with the managing committee and the head master should report, as usual, for the orders of the committee, cases in which he considers such disciplinary action or mass punishment of whatever form to be desirable.

(G. O. No. 1032 Edn., dated the 22nd March 1933.)

(4) It should be recognised that it is undesirable to close an institution, as students who are willing to study are entitled to the best efforts of the authorities to enable them to do so. Government have therefore decided that only in cases where there is a serious danger of violence, should Heads of institutions take the responsibility of closing schools or colleges. In such cases an immediate report of the action taken and the reasons for it should be submitted to the Director of Public Instruction through the proper channels.

In all other cases Government and aided schools or colleges should be kept open until orders of the authorities are received.

(G. O. No. 660T.—Edn., dated the 19th June 1930.)

14. **College Laboratories.***—A stock of all apparatus, the aggregate value of which is Rs. 15 and upwards, and of such chemicals as are included in the list below, is to be properly kept in all laboratories, such as Physical, Chemical, Biological, etc. Rare and valuable specimens should also be entered in the stock book—

(G. O. No. 822, dated the 23rd May 1917.)

List of chemicals to be entered in the stock book and to be kept in special lockers.

1. Potassium Bromide.
2. Potassium Iodide.
3. Gold compounds.
4. Silver compounds.
5. Mercury and its compounds.
6. Phosphorus.
7. Compounds of Arsenic.

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*NOTE.—The planning and fitting up of laboratories was dealt with in a report on that subject by M. C. S. A. Rau, M. A., L. T. It was published in 1921 by the Bureau of Education as Occasional Report No. 9.

8. Chlorates.
9. Iodine.
10. Platinum compounds.
11. Palladium compounds.
12. Sulphuric acid.
13. Pyrogallic Acid.
14. Nitric acid.
15. Hydrocyanic acid and the cyanides.
16. Alcohol.
17. Ether.
18. Chloroform.
19. Oxalic acid.
20. Cobalt salts.
21. Glycerol.
22. Phenol and nitrophenols.
23. Aniline.
24. Alkaloids, such as quinine, strychnine, morphine, cocaine, etc.

The stock book should be kept in the following form :

Name of articles	Number or quantity in stock on	Number or quantity received during	Breakages, losses, etc., or consumption	Number or quantity to be carried forward	Remarks
1	2	3	4	5	6

15. The stores should be arranged on shelves in a systematic manner. While stores in common use should be kept in a space where they can be readily reached by the store-keeper, the chemicals mentioned above should be kept in special lockers, the key of which should always remain with some responsible officer appointed by the Principal on the nomination of the Professor in charge of the Laboratory.

One person subordinate to the Professor should be made responsible for the stores of each laboratory and without his knowledge no article should be removed or expended. It will be the duty of such person to keep the stock book referred to above and to examine and compare all articles in stock with the stock book at the close of each official year.

This examination should be made by the officer-in-charge who should note in the stock book the result of the verification under his dated initials.

(G. O. No. 488T.—Edn., dated the 4th September 1926.)

Any breakage or loss discovered should be at once reported to the Professor in charge of the laboratory and also to the Principal of the college. On receipt of the articles obtained from an indent all such articles should be at once entered by him in the stock book.

16. All indents for stores must be signed by a responsible officer of the college. They should be carefully filed and preserved for a period of five years.

17. The stores of each college will be inspected annually by an officer appointed for the purpose by the Principal. This officer will be required to see—

(*i*) that no stores are present except those mentioned in the indents ;

(*ii*) that the quantities used are not excessive ; and

(*iii*) that the rules herein contained are strictly observed.

18. **Maps.**—Under Government order No. 1558 Edn. of the 18th December 1917, every college should have a map of the district, thana and village in which it is situated.

19. **Miscellaneous.**—Other departmental rules relating to colleges will be found under their respective headings in other chapters, e.g.—

1. Accounts in Government Colleges (Chapter XIV).
2. Buildings (Chapter XII).
3. Grants-in-aid (Chapter VIII).
4. Hostels and Messes (Chapter IX).
5. Moral instruction in schools and colleges (Chapter V).
6. Scholarships and Stipends (Chapter XIII).

Section II.—Supplementary rules for Government Arts Colleges.

20. **Affiliation.**—Applications for new or extended affiliation from Government colleges should reach the Director in quadruplicate not later than the 1st October so that a reasonable time may be given for the consideration of the case. They should contain full information on each of the heads detailed in the Regulations of the University or the Board. The extent to which information is required is naturally governed by the consideration whether the additional affiliation sought is great or small compared with that already enjoyed. But there are four points on which, whatever the extent of affiliation held or sought detailed information is particularly required. These are :—

(*i*) **Staff.** In this connection it will be convenient if two schemes of work are given, showing the duties of the staff, one with the affiliation already held and the other with extended affiliation.

(*ii*) **Hostel arrangements** and the number of students so housed in comparison with the total number in the college ; and also the provision made for the residence of the head of the college and members of the college near the college or the hostel.

(*iii*) **Accommodation.** The dimensions of the lecture-rooms should be specifically mentioned, indicating the room sought to be utilised in connection with the additional measure of affiliation.

(*iv*) **Financial resources of the College.**—A simple balance sheet under his head will serve the purpose.

(Director of Public Instruction's Circular No. 45, dated the 2nd March 1916.)

21. **Disaffiliation.**—The Senate may, on the recommendation of the Syndicate, submit for the orders of Government at any time a proposal for the withdrawal of the privileges of affiliation from any college affiliated to Calcutta University, and the procedure to be observed shall be that outlined in Chapter XVIII of the University Regulations. In regard to any college under the jurisdiction of the Board of Intermediate and Secondary Education, Dacca, its disaffiliation will take effect if four-fifths of the members present at a meeting of the Board vote in favour of the withdrawal of the privilege of recognition for reasons which appear to them to be sufficiently grave.

22. **Staff.**—Government colleges in Bengal are staffed in accordance with a prescribed scale of establishment, the tutorial portion of which comprises a Principal, Professors in the Indian and Bengal Educational Services and Lecturers and Demonstrators in the Subordinate Educational Services and officers on special rates of pay.

23. **Governing Body.**—For each Government college there is a Governing Body, some members of which are appointed *ex-officio*, whilst the remainder are appointed by Government on the recommendation of the Director. The constitution of the Governing Body varies in the different colleges, but the Principal of the College is usually *ex-officio* Vice-President and Secretary. The college staff is represented by one or more members whose election must be made under the following rules :

(*i*) Representatives of the staff on the Governing Bodies of Colleges and analogous institutions shall normally be elected by all members of the staff from a panel of eligible candidates to be prepared by the Principal.

(*ii*) All heads of departments or senior teachers of any subject shall have a right to be included in such panel.

(*iii*) The Principal may add to the panel the name of any member of the staff of not less than ten years' educational experience but no one other than the head of a department or the senior teacher of a subject should be included in the panel as of right.

(*iv*) The Principal in making his recommendations annually to the Director may, with the consent of the President of the Governing Body, select the representatives of the staff by nominations instead of by election at the same time reporting the reasons for dispensing with election. In the event of Government not approving of such reasons, the matter should be referred back to the Principal with instructions to hold an election.

(G. O. No. 1295Edn., dated the 5th April 1923.)

24. **Duties of the Governing Body.**—The duties of the Governing Body are :—

(1) To frame the college budget, to control expenditure under the budget, and to examine and pass the college accounts.

(2) To consider, examine and initiate projects for the improvement of the college.

(3) To advise the Director as to the courses which the College should teach.

(4) To advise the Director with regard to changes in or additions to the staff.

NOTE.—The Governing Body of Presidency College is authorised to address Government through the Director on matters falling within clauses (3) and (4).

(5) To deal with all breaches of discipline brought before them by the Principal in cases in which the Principal has not taken action himself in exercise of his powers under the regulations of the University or the Board (*vide* rule 9).

(6) To deal with any questions referred to it by the Director for opinion or disposal.

(7) To exercise such additional functions as may from time to time be assigned to it by Government (see rule 25).

(G. O. No. 718, dated the 4th April 1917.)

25. **Powers delegated to Governing Bodies of Government Arts Colleges.**— Without prejudice to the powers delegated to Principals of Colleges (*vide* rule 24 in Chapter II of this Code), and without prejudice, further, to such powers in respect of appointments, promotions, punishments, leave and pensions which have been excluded from this Code (owing to their being under revision), Governing Bodies of Government Arts Colleges are empowered :—

(1) (*a*) To sell or dispose of worn-out or obsolete machinery, tools, tents, furniture and apparatus up to a limit of Rs. 200 for each article the sale being public and the proceeds being deposited in the Treasury.

(G. O. No. 718, dated the 4th April 1917.)

(*b*) To write-off the value of worn-out or obsolete machinery, tools, tents, furniture and apparatus, sold or disposed of by them, up to a limit of Rs. 200 for each item.

(G. O. No. 4473 Edn., dated the 1st December 1930.)

(*c*) To sell and write-off the value of old and useless books when their aggregate value does not exceed Rs. 200.

(G. O. No. 3418Edn., dated the 13th August 1930.)

(*d*) To write-off unrealisable fees and fines up to a limit of Rs. 50 in each case.

NOTE.—Powers delegated under clauses (*b*) to (*d*) are subject to the conditions laid down in rule 326(*a*) of the Bengal Financial Rules and also to the condition that annual statements of the written-off stores or money are submitted to the Director of Public Instruction, Bengal, by the 30th April of every year. Governing bodies of professional colleges are also empowered to exercise these powers.

(G. O. No. 118 Edn., dated the 13th January 1933.)

(2) To sanction expenditure on petty construction and repairs up to Rs. 250 from their contract grant and up to Rs. 500 from their minor works grant.

NOTE.—The limits stated in this rule apply to all Arts Colleges other than the Presidency and Rajshahi Colleges. In their case the limit of expenditure from the consolidated and minor works grants in Rs. 1,000.

(3) To transfer saving from one item of contingent charges to another within the sanctioned allotment of the consolidated grant.

NOTE.—This clause applied only to the Presidency and Rajshahi Colleges. Savings may not be appropriated under this clause to any new item involving additional recurring expenditure or to any novel or extraordinary expenditure which the Local Government has no power to sanction.

(G. O. No. 718, dated the 4th April 1917, and G. O. No. 965Edn., dated the 18th March 1924.)

(4) To sanction expenditure on special contingencies up to Rs. 250 for any item and to sanction the purchase of models and other instruments up to Rs. 1,500 for each item.

(G.O. No. 965Edn., dated the 18th March 1924.)

NOTE.—(I) The power delegated in this clause is exercisable only by the Governing Bodies of the Presidency and Rajshahi Colleges and not of any other Government Arts College.

(II) For an explanation of the term "any item" used in this clause see note under clause (3) of rules 24 in Chapter II.

(5) To levy compulsory fees for athletics and other college and school activities, e.g., common rooms, magazines, etc., up to an annual amount not exceeding the monthly fee which a student pays for instruction.

(6) To fix the list of holidays and vacations subject to the limit imposed by Government.

(G. O. No. 718, dated the 4th April 1917.)

NOTE.—See also rule 36.

(7) To grant free-studentships up to the limit sanctioned for their respective colleges (*vide* rule 27).

(G. O. No. 1061 Edn., dated the 19th March 1926.)

26. **Fee Rate.**—The rate of fees at each college is fixed by Government on the recommendation of the Director. The fees levied at present are shown in the following table:—

College.	I.A.	B.A. Pass.	B.A. Hon.	M.A.	I.Sc.	B.Sc. Pass.	B.Sc. Hon.	M.Sc.
	Rs. a.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
Presidency ..	14 0	15	16	17	15	16	17	18
Rajshahi ..	6 0	6	6	..	7	8	8	..
Hooghly ..								
Chittagong ..								
Krishnagar ..	6 0	7	..	..	7	8	..	..
Dacca Intermediate ..								
Bethune ..	4 0	4	..	..	4	4	..	..
Islamia ..	6 0	8	..	..	7	..	..	..
Sanskrit* (Eng. Deptt.) ..	6 0	6	..	..	..	..	..	..
Islamic Intermediate, Dacca	2 8	..	..	..		..	..	..

*Note.—The privilege of a lower fee of Rs. 2 is conceded to 60 students of the college department who must be descendants of *bona fide* pandits.

27. **Rules for the collection of fees in the Presidency College.**—(1) The Principal or the Bursar of the College will fix certain convenient dates for collection of monthly fees from students and the dates of collection of fees for each class will be announced within the first three days of the month.

(2) Two alternative dates for the late payment of fees will be announced by the Principal or the Bursar of the College and fees will be received on these days with a delay fine of annas eight only.

(3) A delay fine of Re. 1 will be charged from each student who pays his fees between the second alternative date and the last day of the month for which the fees are due.

(4) Delay fines of Rs. 2, 3, 4 and 5, respectively, will be charged if the arrear fees are paid within the first, second, third and last weeks of the month following that for which the fees are due.

(5) If the fees are not paid by the last day of the month following that for which they are due, the names of the students concerned will be struck off the rolls.

(6) Students whose names have been struck off for non-payment of dues will only be eligible for re-admission on tender of their arrear dues and re-admission fee of Rs. 5 and also on payment of fees for the intervening period in case they seek re-admission during the same academic session.

(7) If a student whose name has been struck off for non-payment of dues seeks re-admission at any other session he will be eligible for re-admission on tender of his arrear dues *plus* a re-admission fee of Rs. 5 together with monthly fees and fees due for any intervening period from the commencement of that session. Tender of dues under this or the preceding rule confers no right to re-admission, sanction to which lies in the general discretion of the Principal.

(8) In special cases the Principal of the college may reduce or remit the fine.

(G. O. No. 3654 Edn., dated the 2nd September 1930.)

NOTE.—This supersedes Government Order No. 2258Edn., dated 17th July 1929.

28. **Rules for the collection of fees in Government Arts Colleges other than the Presidency College.**—(1) The Principal should be authorised to fix certain dates each month for the payment of fees without fine, such dates to be announced at the beginning of the month.

(2) If fees are not paid on such dates, they may be paid with a fine on certain other dates within the month, which shall be fixed by the Principal. The last date shall be the last working day of the month. But a fine of 8 annas will, in all cases, be levied for late payment within the month.

(3) If fees are not paid by the last date within the month, the names of the defaulters will be struck off the rolls and they will be re-admitted only on payment of the arrear dues including the monthly fee and a re-admission fee of half the tuition fee in all cases, as well as fees for the intervening period, if any, in case they seek re-admission during the same academic session. No separate fine will be levied in such cases.

(4) If a student whose name has been struck off for not paying his fees seeks re-admission in any other academic session, he may be re-admitted, at the discretion of the Principal, on the payment of arrear dues (including the monthly fee and re-admission fee of half the monthly fee) as well as fees for any intervening period from the commencement of the session. No fines will be levied in such cases.

(G. O. No. 2196 Edn., dated the 15th August 1939.)

NOTE.—This supersedes Government Order No. 3654Edn., dated the 2nd September 1930, and previous orders.

29. **Free-studentships.**—The Governing Body of a Government Arts College is authorised to grant free-studentships up to an annual limit of two per cent. of the number of students on the rolls of the college, provided that

In no case should the minimum number of free-studentships be less than six and the maximum more than fifteen.

(G. O. No. 1061 Edn., dated the 19th March 1926.)

NOTE.—This rule does not apply to Presidency College in which there are 75 part-free-studentships, 60 at Rs. 7 each for the undergraduate and 15 at Rs. 8 each for the postgraduate students of the college. For Moslem students, in particular, additional concessions are made in the form of Mohsin stipends and part-free-studentships. The number of Mohsin stipends is 40, 30 of Rs. 7 each for the under-graduate and 10 of Rs. 8 each for the post-graduate students and the number of part-free-studentships is 100 of Rs. 7 each. Moslem students, when granted part-free-studentships, are required to pay the fees fixed for the different classes *minus* Rs. 7 in each case. The Mohsin stipends and part-free-studentships, are awarded by the Principal on the recommendation of a Selection Committee headed by the Senior Professor of Arabic and Persian but the distribution of the 30 Mohsin stipends for the undergraduate classes cannot be made until all the part-free-studentships have been awarded, nor may any Mohsin stipends be combined with any Government or other scholarship or stipend or free or part-free-studentship except under special circumstances to be determined by the Governing Body in each case.

30. **Reservation of seats for Muhammadans.**—Twenty-five per cent. of the seats in all Government Arts Colleges, other than the Chittagong College and the Dacca Intermediate College, must be reserved for the admission of Moslem students for whom, however, the admission qualifications will not be lowered. The percentage is 30 in the case of the Chittagong College and 60 in the case of the Dacca Intermediate College.

(G. O. No. 1227 Edn., dated the 3rd August 1916, G. O. No. 2320 Edn., dated the 17th July 1924, and G. O. No. 984 Edn., dated the 28th November 1920.)

31. **Periodical and Test Examinations.**—Principals of Government Arts Colleges have been authorised to have the question papers of these examinations printed at the Bengal Secretariat Press, to obtain the stationery required for the purpose by regular indents on the Controller of Printing, Stationery and Stamps, and to levy a fee of one rupee per annum from each student.

(G. O. No. 83 Edn., dated the 12th January 1926.)

32. **Attendance of lectures by students.**—A list of students who fail to attend 75 per cent. of the lectures in any subject or subjects, i.e., the minimum demanded by the Regulations of the Calcutta University, will be put up on the college notice board for the information of the students as soon as possible after the test examination is over and no request for information regarding the percentage of lectures attended by a student before that date will be entertained.

(G. O. No. 287T.,—Edn., dated the 9th May 1930.)

33. **Libraries.**—A habit of study should be encouraged among students by the provision of facilities for the issue of books from the Library so far as this can be arranged with due regard to considerations of their safe custody and return. The following are the rules prescribed for the management of the libraries of Government colleges :—

(i) The Librarian shall be responsible under the Principal for the safe custody of books.

(ii) The Principal shall from time to time lay down such rules as may be necessary for preserving order in the library and shall fix the hours during which the Librarian shall be present and the library kept open for reading or taking out books.

(*iii*) No book shall be removed from the library without the knowledge of the Librarian ; nor (except in the case of a book required for casual reference by a teacher during college hours) until after it has been entered by the Librarian in a register to be kept for that purpose. This register should contain columns for the name of the book taken out, for the dates of its removal and return, for the signature of the borrower, and for remarks (if necessary) upon the condition of the book at removal from, or return to the library.

(*iv*) The Principal shall determine the number of volumes that may be taken out at one time by teachers and by students respectively. He will also determine, if necessary, the kind of books that shall not be issued.

(*v*) The Principal shall determine the conditions under which books may be issued to persons not connected with the college, but the following conditions should invariably be observed :—

(*a*) In all cases where a person not connected with the college is allowed to borrow a book, a deposit of Rs. 5, or such larger sum as may be fixed by the Principal, shall be required ;

(*b*) no back numbers of sets of periodicals shall be lent out under any circumstances.

(*vi*) Books taken out of the library must be returned to the Librarian, and on no account be transferred to any other person.

(*vii*) No marginal or other notes or markings shall be made in books of the library. Breach of this rule shall be punished by fine at the discretion of the Principal.

(*viii*) Any person losing or seriously damaging a volume shall pay its value or replace it with a similar volume. When it belongs to a set or series, unless he can replace it, he shall pay the value of the set.

NOTE.—This rule need not be enforced, at the discretion of the Principal, in the case of loss or accident over which the person borrowing the book or books has no control. In such cases the loss will be met by the Department.

(*ix*) Every book added to the library whether by purchase or otherwise shall be entered by the Librarian in a catalogue under its proper head. This catalogue should be printed once every ten years and a printed copy should be furnished to the Director. Copies should also be offered for sale, at a moderate price, to the public, and a sufficient number should be made available in the Library for consultation by students.

(*x*) Towards the close of each year, all the books shall be called in for a time, in order that the library may be compared with the catalogue, losses discovered and replaced, and necessary binding and other repairs carried out. During this period no person, except with the special permission of the Principal, shall have access to the library.

(*xi*) The condition of the library shall be briefly noticed in the annual report of the college and a list of books lost or destroyed should accompany the report.

(*xii*) The Library should form a distinct department of the college and should not be considered a part of the office.

(G. O. No. 822, dated the 23rd May 1917.)

34. **Common-rooms.**—Government sanction has been given to the establishment of common-rooms in the Government colleges in Bengal. Government grants are also given for initial and recurring charges in connection with these rooms.

(G. O. No. 1477, dated the 2nd March 1904.)

35. **Associations.**—The All-Bengal Government College Teachers' Association has been recognised by Government who are prepared to receive and consider representations made by it. Similarly, while Government may be able to accord recognition for certain purposes to an association of the teachers of non-Government colleges provided that such an association was constituted on proper lines, they could not recognise an association composed of both classes of teachers as the position of Government is necessarily quite different in relation to these two classes. In the one case Government would be dealing with individuals who form a part of the administration; in the other with persons who are essentially members of the general public. Accordingly it would be impossible to treat an association comprising both classes as a homogeneous body and teachers in Government colleges may not, therefore, join an association which contains teachers of non-Government colleges.

(G. O. No. 53 T.—Edn., dated the 23rd April 1928.)

36. **Vacations and Holidays.**—The authorised number of holidays for a Government college is 115 during the year including public and local holidays but excluding Sundays. The Summer and Puja vacations must not exceed 62 and 25 days or 59 and 28 days, respectively. Subject to these limits the annual list of holidays for each college is sanctioned by the Governing Body, but a copy of the list must be sent to the Director for his information.

(G. O. No. 718, dated the 4th April 1917.)

NOTE.—In the Government order mentioned below, it was stated that the allowance of two days at the Id-ul-Fitr did not apply to institutions which contain no Muhammadan pupils.

(G. O. No. 480, dated the 7th March 1918.)

37. **Bursar of the Presidency College.**—The following rules, define the duties of the Bursar of the Presidency College:—

(G. O. No. 370T.—Edn., dated the 5th June 1918.)

I. The Bursar will be responsible under the Principal for the remission to the Treasury of all fees and fines payable to Government, viz.—

Fees and fines in Presidency College.

Fees and fines of the Hindu and Hare Schools.

Fees and fines of the Eden Hindu Hostel.

Fees and fines of messes attached to the College.

II. He will pass, sign and countersign all bills presented to the Treasury for payment on account of the Presidency College, the Hindu and Hare Schools, the Eden Hindu Hostel and the messes attached to Presidency College. These include—

For Presidency College.

Establishment bills for officers who do not draw their own salary bills.

Bills for scholarships and prizes.

Contingent bills (for the college office and the laboratories of the college).

Bills other than contingent chargeable to the consolidated fund of the college (library bills and laboratory bills, including remittance transfer receipts and bills of exchange).

Municipal Taxes.

Electric light charges.

Telephone charges.

Bills for the Athletic Club.

Bills for the College Magazine.

Bills for the College Union.

Travelling allowances of Geological and Botanical students.

Travelling allowances of non-gazetted officers.

For the Hindu and Hare Schools.

Bills for scholarships and prizes.

Contract contingent bills.

Special contingent bills.

Municipal taxes.

Bills for Athletic Clubs.

Travelling allowances of non-gazetted officers.

For the Eden Hindu Hostel.

Establishment bills for Superintendents, Steward and the menials maintained by Government.

Special contingent bills, if any.

NOTE. The following bills of the Eden Hindu Hostel are not submitted to the Treasury but debited to the Hostel funds:

(*i*) Establishment bills for some officers and menials of the hostels,

(*ii*) Some contingent bills,

(*iii*) Municipal taxes,

(*iv*) Electric light charges, and

(*v*) Boarding charges.

For the Messes attached to the College.

Establishment bills.

Rent bills.

Special contingent bills, if any.

III. He will be responsible under the Principal for all receipts of the college office, viz.—

Receipts for transmission to the Treasury.

Fees and fines in Presidency College.

Fees and fines of the Hindu and Hare Schools.

Fees and fines of the Eden Hindu Hostel.

Fees and fines of the messes attached to the College.

Receipts from the Treasury.

Cash and cheques received on account of the bills presented.

Other Receipts.

Caution money of residents in the Eden Hindu Hostel.

Caution money of residents in the attached messes.

Boarding and other charges of residents of the Eden Hostel.

Deposit money from students in the laboratories.

Subscriptions to the College Athletic Fund (from students).

Subscriptions to the College Magazine (from students, professors and others).

Subscriptions to the College Union Fund.

Receipts on accounts of private scholarships.

Receipts on account of private prizes.

Interest on Trust Fund.

University fees from students for registration, for examinations, for diplomas.

Repayments of temporary advances to officers and scholars.

IV. He will be responsible under the Principal for all disbursements of the college office, viz. —

Money remitted to the Treasury.

Fees and fines in Presidency College.

Fees and fines of the Hindu and Hare Schools.

Fees and fines of the Eden Hindu Hostel.

Fees and fines of the messes attached to the College.

College expenditure.

Salaries of all officers who do not draw their own salaries.

Pay of all menials.

Payment of all detailed bills chargeable to the consolidated fund of the college, including contingent bills. These include the expenses of the library, the laboratories, the office, the professors' common rooms, the astronomical observatory, etc.

Payment of municipal taxes, electric light and fan charges and telephone charges.

Athletic Club expenses.

College Magazine expenses.

College Union expenses.

Travelling expenses of Geological and Botanical students, professors, and demonstrators, etc.

Payment of Government scholarships and prizes.

Payment of private scholarships and prizes (including medals).

Expenditure of interest on trust funds.

Temporary advances to officers and scholars.

Refunds of caution money and deposits.

Payment of charges for the supply of liveries.

Other Disbursements.

Payments to the Head Masters of the Hindu and Hare Schools of cash and cheques received from the treasury, including interest on trust funds. Payment to the Superintendent of the Eden Hindu Hostel of cash and cheques received from the Treasury, and drawn out of the Hostel funds, and also refunds of caution money.

Payments to the Superintendents of the attached messes of the sums received from the Treasury, also payments of rent of owners.

Payment to the University of the sums received by the college from students for registration, examination and diploma fees.

V. He will check the college accounts as shown in the general cash-book and in the subsidiary account books, in particular—

(*a*) he will examine the general cash-book at least once a week during college session and compare the entries in it with those in the subsidiary account books;

(*b*) he will certify for each month that all sums paid to the college office for Government account have been transmitted to the Treasury;

(*c*) at least once a month he will verify that the actual balance in hand is that worked out in the general cash book;

(*d*) twice a year immediately before the college vacations (i.e., ordinarily in the middle of April and the end of September) he will submit all the account books and the cash in hand to the Principal for examination and verification.

VI. He will examine the monthly statement of receipts furnished by the Treasury and also of receipts, fines, etc., paid into the Treasury, and certify their agreement with the college account books.

VII. He will be responsible for the preparation of the budget estimates for Presidency College, the Hindu and Hare Schools, the Eden Hindu Hostel and the messes attached to the college, and for the submission of these to the Principal.

VIII. He will correspond with the Accountant-General and other authorities on all routine matters relating to the accounts of the Presidency College, the Hindu and Hare Schools, the Eden Hindu Hostel and the messes attached to the college.

IX. *Relations to the Hindu and Hare Schools, the Eden Hindu Hostel and the attached messes of the College.*—All official correspondence relating to the accounts of these institutions will pass through the hands of the Bursar, who will be responsible for the preparation of their budget estimates, and for the allocation of Government grants to them. All receipts of Government monies will be forwarded to the Treasury through him, and he will countersign all Treasury bills submitted by these institutions, but detailed disbursements will be made by the persons in charge of these institutions.

X. He will deal with all Trust fund accounts deposited in the Postal Savings Bank.

XI. The Bursar will consult the Principal on all doubtful questions and be guided by his advice. The Principal may examine the accounts and cash balance at any time and may revoke or modify any order given by the Bursar.

38. **Annual Reports.**—Annual reports from Principals of colleges are due to arrive in the office of the Director on or before the 12th May of each year. They should be prepared in accordance with instructions issued from time to time.

Section III. Supplementary Rules for Aided Colleges.

39. **Affiliation.**—Application for new or extended affiliation of aided colleges affiliated to Calcutta University will be forwarded by the University to reach Government not later than the 31st of March previous to the opening of the session from which it is proposed that the new or extended affiliation should take effect. Any applications received after that date in any year will be considered by Government with a view to the granting of the concession as from the academic session beginning on the 1st of July of the year following.

(G. O. No. 1401 – Edn., dated the 23rd May 1925.)

40. **Disaffiliation.**—The withdrawal of the privileges of affiliation from an aided college is governed by the same rules as one in force in respect of Government colleges (*vide* rule 21).

41. **Governing Bodies.**—Every aided college must be governed by a body constituted in accordance with the regulations of the University or the Board and approved by the Director. The duly appointed Secretary to this body will be the corresponding agent of the college recognised by Government. Every change of Secretary must be notified to the Director under the signature of the new Secretary and the Chairman of the Governing Body. Every new election of the Governing Body must be reported to the Director.

42. The functions of the Governing Body as also those of the Principal should, in general, be the same as those of the Governing Body and Principal of a Government College (*vide* rules 24 and 25 in this chapter and rule 24 in Chapter II of this Code).

43. **Inspection.**—Every aided college, together with its accounts and records shall be open to inspection by the Director or any officer deputed by him, the Commissioner and the District Officer.

44. **Rules of Business.**—The rules of business of the Governing Body must be submitted to the Director for approval.

45. **Use of buildings.**—The buildings of an aided college may not be used for other than educational purposes. (See rule 12.)

46. **Grants-in-aid.**—The rules governing recurring grants to aided colleges (including their attached hostels, if any) for maintenance and capital grants for buildings, furniture or equipment or a lease of land will be found in Chapter VIII of this Code.

47. **It is unnecessary for aided colleges to submit monthly or quarterly bills for maintenance grants to the Director's office. Bills for such grants should be submitted to the local treasury with the usual certificates for scrutiny and payment. Bills for grants sanctioned for the maintenance of hostels and bills for capital grants should, however, be submitted to the Director for countersignature.**

48. **Fees.**—The rates of fees charged in each class must be approved by the Director.

49. **Free-studentships.**—The rules as to free-studentships in aided colleges are the same as those in Government colleges (*vide* rule 29).

50. **Holidays.**—The number of holidays must not exceed the number of days prescribed from time to time for Government colleges of corresponding grade (*vide* rule 36) except under special circumstances and with the sanction of the Director.

51. **Laboratories.**—Aided colleges should organise and maintain their laboratories under the same rules as apply in the case of Government colleges (*vide* rule 14-17).

52. **Libraries.**—The libraries in aided colleges should be organised and maintained under the same rules as apply in the case of Government colleges (*vide* rule 33).

53. **Staff.**—The staff of the Professors and Lecturers must be approved by the Director and all changes in the staff, whether by appointment or dismissal, must be notified to the Department.

In the case of appointments information should be furnished under the following heads :—

1. Name.
2. Educational qualifications.
3. Age.
4. Home district.
5. Previous appointments.

54. **Conduct of teachers in aided institutions.**—The following extracts from Government of India, Home Department, No. 332. dated 4th May 1907, regulate the conduct of teachers in aided institutions :—

"The further question arises how far participation of school-masters or Professors of colleges in political movements may be held to call for disciplinary action against the institution in which they are employed. As to this, I am to say, that the Government of India recognised that in this matter the masters of high English schools should not be treated as being on the same footing as their pupils. Although it is the firm intention of the Governor-General in Council to neglect no means of preventing schools and colleges from being turned into centres of political agitation, he does not wish unduly to circumscribe the liberty of individual teachers. A school master has a right to his own opinions as much as any one else, but he is subject to very special responsibilities, and it is recognized in every civilized country that these responsibilities limit the extent to which he is entitled to give expression to his individual views. If, therefore, the public utterances of a school master are of such a character as to endanger the orderly development of the boys under his charge by introducing into their immature minds doctrines

subversive of their respect for authority and calculated to impair their usefulness as citizens and to hinder their advancement in after-life, his proceedings must be held to constitute a dereliction of duty and may properly be visited with disciplinary action. Still more will this be the case, if he is found to have personally conducted his pupils to a political meeting, or to have deliberately encouraged their attendance at such a meeting for the purpose of educating them in his own political views.

"The principle here laid down extends also to college Professors, but it cannot be applied so fully. A Professor is dealing with more advanced and more responsible material than a school master, and it is everywhere recognized that he may claim a larger discretion in respect of the expression of opinion. But he also has his special obligations. If he abuses his position by diverting the minds of his students, to political agitation, if he encourages them to attend political meetings or personally conduct them to such meetings, or if, while avoiding open propagandism, he adopts a line of action which disturbs and disorganizes the life and work of the college at which he is employed, and if the governing body of the college fail to check such abuse, then it is clearly the duty of the University to interfere in the interest of the educational efficiency of which it is the constituted guardian. If the University were to refuse to control its affiliated colleges in this respect, if it would fail to carry out the educational trust with which the law has invested it, and it would be the duty of the Government to intervene."

CHAPTER IV.—PROFESSIONAL AND TECHNICAL EDUCATION.

Section I.—Engineering Education.

The Bengal Engineering College.

(i) *General.*

1. The Bengal Engineering College is divided into two sections, viz., (1) the Engineer Department, containing the Civil Mechanical and Electrical Engineering classes, and (2) the Industrial Department.

(ii) *Engineer Department.*

2. **Scope of Instructions.**—The course of instruction in the Engineer Department is designed to afford such students, as intend to become engineers, systematic instruction in those branches of knowledge which are most useful to the engineer in the practice of his profession.

3. In the Civil Engineer classes, the course of instruction includes that laid down in the regulations of the University of Calcutta for the B.E. degree and all students eligible have to appear at the I.E. and B.E. examinations. The final examination is held at the end of four years' instruction in the college. University students passing this examination are eligible to be admitted to the B.E. degree and those so admitted are exempted from Parts A and B of the Associate Membership Examination of the Institution of Engineers. To be awarded the college certificate it is necessary for a student after taking the B.E. degree to complete the first year of his practical training to the satisfaction of the Principal as provided in the college rules.

4. The course of instruction in the Mechanical and Electrical Engineering classes is based on the courses laid down by the Board of Apprenticeship Training for the Board's diplomas and for the Associateship of the college in Mechanical Engineering. Those who pass the examination for the latter are exempted from Parts A and B of the Associate Membership Examination of the Institution of Engineers, The full college course covers at present about six years (four at the college followed by two on practical training—for the Associateship; or three years at the college and three on practical training—for the Diploma). The course of instruction is designed to give the student a good working knowledge, both theoretical and practical, in Mechanical, and Electrical Engineering. Students on obtaining the full course certificate given on the satisfactory completion of their practical training should be qualified for employment as junior engineers or assistants in mechanical or electrical engineering firms, workshops or electrical installations. The time spent at the college is recognized by the Board of Trade in England towards the period of artificers' training required of candidates for Marine Engineers' certificates in the proportion of three years at the college to two years of artificers' training. In the case of the Colonial Marine Engineer Examination, credit is given for the full time spent at the college.

5. **Age limits.**—The age limits for admission are as follows :—

(*i*) *To the Civil Engineer Classes.*—No candidate over 21 years of age on the 1st January of the year in which he seeks admission will be admitted as a regular candidate. For occasional students there is no age limit.

In the selection of regular students for admission, preference is given to the younger of two students of similar qualifications. Candidates over 19 will not be selected unless they have obtained the B.Sc. degree and qualify for admission to the second year class.

B.Sc. students are selected provisionally for admission to the second year class. To qualify for retention they must pass a special examination in Advanced Drawing (of a standard to be prescribed by the Principal) that will be held at the Bengal Engineering College only before the new session, and must also attend a special vacation work-shop class and pass the test held at the end of this special course. A few of Rs. 10 will be charged for appearing at the examination in Advanced Drawing.

(*ii*) *To the Mechanical or Electrical Engineering Classes.*—**A limited number of students who have passed the I.Sc. or equivalent examination and who are under 20 years of age on the 1st January of the year of admission will be admitted direct to the first year of the classes. The session commences on the first Monday in November.**

All candidates for direct admission must appear at an entrance examination in Drawing which will take place in July at the Bengal Engineering College and at Dacca, and at such centres in Assam as the Director of Public Instruction of Assam may fix.

In selecting students for direct admission, the age of the candidate is taken into account as well as the marks obtained by him at the I.Sc. or other qualifying examination and the marks obtained in the special drawing test.

The age of a candidate is determined as follows :—

In the case of Indians, their age statement, as recorded by the University on their admission to the Matriculation Examination, is accepted. The candidates of universities other than Calcutta must submit their matriculation certificate for verification of their age. In the case of Europeans, their age statement must be supported by their baptismal certificates.

6. **Admissions.** Admissions to the Engineer Department are confined to the following :—

(*a*) *Regular students* who have passed the I.A. or I.Sc. in Mathematics, Physics or Chemistry, and B.A.'s and B.Sc.'s who have continued their study in these subjects. Preference will be given to candidates who have qualified in both Physics and Chemistry. I.A.'s have little chance of selection.

Candidates will be considered for admission as regular students who (1) have passed the Cambridge Senior Examination (School Certificate) with advanced Mathematics, and Physics or Chemistry (if possible both should be taken); or (2) have obtained a first division pass at the School Final Examination (Science side); or (3) have passed an examination accepted by the Institution of Engineers, India, as exempting them from the preliminary examination of the institution.

(*b*) *Occasional students* who can convince the Principal that they are to be educated for employment in any firm of known standing. Their educational qualifications should be the same as those prescribed for regular students; they are not eligible for any post guaranteed to students of the college or for scholarships and prizes tenable at the college, and will be required to pay tuition fees at the enhanced rates noted in rule 19.

(*c*) ***Special students*** **who may be admitted after completing a prescribed period of practical apprenticeship in a recognized workshop. Persons who have passed the apprenticeship examination of the Board of Apprenticeship Training and who have completed at least four years of approved apprenticeship in a recognized workshop will be qualified to compete in a competitive examination and, if successful, will be admitted as special students to such class of the Mechanical Engineering Course as the Principal considers them qualified to join. Their applications must be made before the 1st June of each year and should be supported by statements from the managers under whom they have served showing the period and nature of their employment.**

(*d*) *Students from other provinces.*—Assam is now the only other province, students of which receive education at the Bengal Engineering College. Two places in the Civil Engineering Department and one in the Mechanical and Electrical Engineering Department are reserved for students from Assam. By arrangement with the Government of Assam and on the condition that recruits for their engineering service will be drawn from the college, it has been decided that such students should be admitted as "regular" students of the college, thereby making them eligible for the prizes and scholarships granted by the Government of Bengal. The Government of Assam also exercise the right to choose an Assam student in the list of successful B.E. candidates, if he is duly qualified for a post in the Assam Engineering Service, irrespective of his position in the pass list.

7. **Re-admissions.**—Students who fail to get promotion at the end of any session have to apply for re-admission; this is not given as a matter of course.

8. In no case will a regular student be allowed to appear more than twice at an examination or be allowed more than three years to complete a two-year course of study, nor will a student be readmitted as a regular student if his age would prevent him from completing his course before he is 25.

9. **Applications for admission.**—Each application for admission must be accompanied by a registration fee of Rs. 4 which will, in no case, be returned. It should be made in the form, which may be obatined from the Principal, and posted so as to reach the Principal's office by the 30th June of each year. Each candidate whose name is registered for the admission test in Drawing will be informed of the date, hour and place at which he must present himself. He should obtain from the University office a certificate of his marks at the Intermediate or Bachelor Examination in Science and send it to the Principal before the 15th July of each year to enable his case to be decided.

10. **Admission Tests.**—There are three admission tests :—

(*i*) A test in Advanced Drawing for B.Sc. students who wish to qualify for admission to the second year class [vide rule 5 (*i*)].

(*ii*) An entrance examination in Drawing at which candidates for direct admission to the Mechanical and Electrical classes must appear [*vide* rule 5 (*ii*)].

(*iii*) A competitive examination of persons seeking admission as special students who have passed the apprenticeship examination and who have completed at least four years of approved apprenticeship in a recognized workshop [*vide* rule 6 (*c*)].

11. **Additional rules governing admissions.**—Any student unable to join the college on the date mentioned in his admission letter must send by that date the first instalment of fees (which will, in no case, be returned) in order

to secure his seat; failing this, his name will be struck off. He must also bring with him, when he joins, a medical certificate from a Civil or Assistant Surgeon testifying his inability to join on the proper date, failing which he will be liable to a fine of Rs. 10. *No student can be allowed to join after the expiry of one fortnight from the opening of the session.*

NOTE.—As regards the reservation of seats for Muhammadans, *see* rule 44.

12. **Selection of Branch.**—Candidates must state definitely whether they wish to join the Civil, or the Mechanical and Electrical classes. If they apply for both, their preference should be stated.

13. **Medical Examination and Vaccination.**—Every applicant must before admission present himself before the medical officer resident at the college for examination as to his eye-sight, physical strength and fitness for manual labour. The form of certificate prescribed for this purpose is printed below. To minimise the chance of disappointment, parents and guardians are advised to have candidates examined by their family physicians before applying for admission. Candidates not protected by recent vaccination must be vaccinated before admission.

Form of Medical Certificate.

I have examined a candidate for admission into the Bengal Engineering College, and observed :—

(1) Personal marks of identification—

(2) Age—

(*a*) stated years months.

(*b*) apparent— years months.

(3) Chest measurements—

(*a*) Normal inches.

(*b*) Full inspiration inches.

(*c*) Full expiration inches.

(4) Height— feet inches.

(5) Weight— lbs.

(6) Eye-sight (*vide* note below) (Blindness in one eye excluded)—

Right eye—

Left eye—

(7) Vaccinal condition—

(All candidates must be vaccinated before joining.)

(8) General physique—

(9) Heart—

(10) Lungs—

(11) abdominal viscera (with special note about abdominal rings)—

(12) Malarial affection—

and do hereby certify that I cannot discover that he has any disease, constitutional affection or bodily or mental infirmity except—

I *do not* consider the above to be a disqualification unfitting him now, or likely to unfit him in future, for active outdoor service as a Practical Engineer or Surveyor.

(Sd.)

Medical Officer, Bengal Engineering College.

Dated at

This day of 19 .

Eye-sight standard.

A.—Allowable.

(1) Myopia or myopic astigmatism—Correcting lens not exceeding 3·5D, acuteness of vision after correction $\frac{6}{9}$ in one and $\frac{6}{6}$ in another.

(2) Hypermetropia not exceeding 14D or hypermetropic astigmatism—Correcting lens not exceeding 4D, acuteness of vision after correction $\frac{6}{9}$ in one and $\frac{6}{6}$ in another.

B.—Disqualifying defects.

(1) Defective vision arising from nebula of the cornea or any pathological condition of the deeper structures.

(2) Colour blindness (achromatopsia).

(3) Paralysis of the exterior muscles of the eye.

14. **Medical facilities.**—The College is under the general medical supervision of the Civil Surgeon of Howrah who visits it four times monthly and oftener, if necessary. There is also a resident medical officer, a fully-equipped dispensary, and a hospital where minor cases can be treated.

Arrangements have been made with the Howrah General Hospital for the treatment of any serious case. A half-yearly charge of Rs. 2-8 for each member of the European mess and Re. 1-4 for each Indian student is made by the Howrah General Hospital.

15. **Residence.**—All students must be resident; students are charged a consolidated barrack charge of Rs. 6-1 monthly to cover house-rent, hire of furniture, municipal rates and taxes and electric light. This charge is ordinarily payable during eight months of the session.

Messes are mentioned for Hindus and Anglo-Indians. The mess charges are as follows:—

Anglo-Indian mess.—Entrance fee Rs. 5 charge on first joining the mess, and a like fee on rejoining after every vacation; monthly cost of messing about Rs. 30, ordinarily payable for 9½ months of the session.

Hindu mess.—Entrance fee (recurring yearly as aobve) Rs. 5; monthly cost of messing about Rs. 15, ordinarily payable for 9½ months of the session.

Muhammadans make their own arrangements. Government maintain a cook, and a coolie or masalchi.

Indian students who have adopted European habits of living cannot be admitted to the Anglo-Indian mess without the express sanction of the Principal, *which must be obtained on their first seeking admission to the College.* No student may keep a personal servant without the express sanction of the the Principal.

All students must sleep under mosquito nets.

16. **Vacation.**—The college will be closed for the long vacation from about the middle of August to the first Monday in November. No student may remain at the college during this period except such as may be detained on duty by the Principal.

17. **Athletic Club.**—All students must join the Althletic Club. The charges are as follows:—

Admission fee of Re. 1 and a monthly charge during the session of ten annas in the case of Indians and Re. 1-14 in case of Anglo-Indians.

18. **Guaranteed appointments.**—No appointments are guaranteed to students of the college, nor does the possession of a certificate give the holder any claim to an appointment under Government.

19. **College dues.**—Admission fee Rs. 10; caution money deposit, Rs. 50, payable on first admission. The balance of caution money (after paying college dues) is returned, if applied for, within three years of leaving the college.

Tuition fees, payable in eight equal monthly instalments from November to June, vary according to class. The current rates are as follows:—

(i) *In the Civil Engineering Classes*—Regular students pay—

in the Intermediate classes, Rs. 160 per session in eight instalments of Rs. 20.

in the Graduate classes, Rs. 200 per session in eight instalments of Rs. 25.

Occasional students pay 50 per cent. extra in each class.

(G. O. No. 186T.—Edn., dated the 10th May 1926.)

(ii) *In the Mechanical and Electrical classes*—Regular and special students pay Rs. 100 and occasional students Rs. 200, in eight equal monthly instalments. No instalments are payable during the vacation and the month in which examinations are held.

(G. O. No. 190T.—Edn., dated the 10th May 1926.)

20. **Scholarships (Civil Engineering Department).**—Scholarships of the following annual values are provided; they are payable in eight equal monthly instalments from November to June; they are tenable subject to good conduct and satisfactory progress. Any student failing to obtain promotion with his class *ipso facto* vacates his scholarship.

Junior scholarships available on admission and tenable for two years.

Seven—value Rs. 300 per session awarded by the Principal.

(One of these is reserved for a European student if a suitable candidate is available.)

(G. O. No. 186T.—Edn., dated the 10th May 1926.)

Two Assam scholarships of Rs. 360 per session awarded by the Director of Public Instruction, Assam.

(Available for four years and drawn at Rs. 420 in the Graduate classes.)

Senior College Scholarships awarded on the result of the Intermediate Examination in Engineering combined with the test in the Carpenter's and Blacksmith's shop—

Two of Rs. 360.

Two of Rs. 300.

The Forbes Memorial Medal and scholarship of Rs. 120 is tenable with a a Senior College scholarship of Rs. 300.

(G. O. No. 186T.—Edn., dated the 10th May 1926.)

Special scholarships for Moslem students.—(1) Two scholarships of the annual value of Rs. 240 each, tenable for two years in the First and Second year classes.

(2) Two scholarships of the annual value of Rs. 300 each, tenable for two years in the Third and Fourth year classes.

20. Stipends of the total value of Rs. 480 a year for the passed Moslem students during their first year's practical training in outside workshops.

(G. O. No. 833T.—Edn., dated the 19th September 1928.)

These scholarships and stipends may be held along with any Government or other scholarship or stipend.

Scohlarships.—(Mechenical and Electrical Engineering Department.)—Ten scholarships of Rs. 300 per session tenable for two years are awarded on the results of the College Examination for students previously trained in workshops.

Five scholarships of Rs. 400 for one session are awarded on the result of the Diploma Examination at the end of the Third year course to students who are admitted to the Associate Course in either Mechanical or Electrical Engineering.

(G. O. No. 190T.—Edn., dated the 10th May 1926.)

One scholarship of Rs. 300 tenable for four years for Assam students is awarded by the Director of Public Instruction, Assam.

Special scholarships for Moslem students—(1) *From Provincial Revenues.*—Two scholarships of the annual value of Rs. 240 each tenable for two years in the First and Second year classes.

(G. O. No. 833T.—Edn., dated the 19th September 1928.)

(2) *From the Mohsin Fund.*—Two scholarships of the annual value of Rs. 285 each tenable for two years in the Third and Fourth year classes. In the event of one or both of the students stopping at the end of the Third year and not proceeding to the Fourth year course, the vacant scholarships will be available for a Diploma student (Third year) in the following year.

(G. O. No. 833T.—Edn., dated the 19th September 1928.)

These scholarships may be held along with any Government or other scholarship or stipend.

21. The general rules for the award of senior and junior scholarships apply to the scholarships tenable at the Bengal Engineering College.

22. In awarding scholarships, prizes, etc., preference will be given to those who have not spent more than one session in the class on the result of the award is made.

23. **Practical Training.**—The Principal as far as possible will make arrangements for the first year of practical training for every regular student who passes the B.E. Examination either with the Public Works Department, the Public Health Department, Railways, or with private firms. The first eight graduates, after undergoing one year's practical training, are permitted to appear at a practical examination held in November for recruitment for service in the Public Works and Irrigation Departments.

24. **Practical Training Stipends.**—Thirteen stipends are available for regular students tenable during the first year's practical training ; of these three are reserved for students under training in the Public Health Department.

The value of these stipends is Rs. 100 for Europeans and Rs. 50 monthly for Indians.

Rupees 10 monthly is withheld each month but, is handed over to the Student Engineer on the completion of his training if the Principal is satisfied that he took full advantages of his opportunities during the year.

The student shall not receive any further remuneration for services rendered, beyond any sanctioned scheme of scholarships, without the express sanction of the Principal. Should the authority under which a student is placed for training wish to give him an allowance not exceeding Rs. 50 per mensem, sanction will ordinarily be given to its being accepted, but it must be distinctly understood that the Principal will neither recommend nor forward any application for any allowance or concession.

An extra allowance of Rs. 50 per month to each student is made by the Public Works, Irrigation, and the Public Health Departments to Student Engineers working under them.

(Bengal Government Resolution Nos. 1679-1685E., dated the 30th May 1910.)

25. **Certificates.**—Students who pass the prescribed examinations held during the course of instruction are awarded certain certificates. They are not issued, however, until the student has finally left the college and paid all his dues. The certificates are as follows :—

(*i*) *In the Civil Engineering classes.*

When earned.	Certificate.
On passing the I.E. examination at the end of the second year.	The I. E. certificate of the Calcutta University.
On passing the examination held at the end of the third year.	A College certificate.
On passing the B. E. examination ..	The B. E. diploma of the Calcutta University.
On completion of practical training ..	The College Diploma of Civil Engineer.

(ii) In the Mechancial and Electrical classes.

Mechanical and Electrical Engineering.—The Diploma of the Board of Apprenticeship Training.

Mechanical Engineering or Electrical Engineering.—The Diploma of Associate of the Bengal Engineering College.

26. **Removal of students.**—Students considered unsuitable for the profession owing to ill-health, bad attendance or unsatisfactory results at periodical tests will be removed from the college.

(iii) Industrial Department.

27. Boys (preferably the sons of workmen) will be admitted for training in any of the following trades:—

Carpentry.	Turning.
Blacksmithy.	Pattern making.
Fitting.	Foundry (Brass and Iron).

28. Admissions may be made at any time of the year at the discretion of the Principal.

29. No educational qualifications are necessary for admission to these classes.

30. Boys may be admitted on attaining the age of 12 years. There is at present no superior limit of age.

31. No residential accommodation is available, but arrangements can be made for a mid-day meal on payment.

32. The hours of attendance are 8 to 11 a.m. and 12-30 to 4 p.m. on all days upon which the workshops are open.

33. At the discretion of the Principal, members of these classes may be paid stipends up to a maximum value of Rs. 10 a month according to their skill. In addition each member will be credited with one-half of the value of his earnings, which will be paid to him only upon the satisfactory completion of his full course of training. If he leaves before completing this course to the satisfaction of the Principal, he will forefeit the whole of the money standing at his credit.

34. In the case of a member who has become proficient in any shop and is transferred to another shop, he will be entitled on leaving only to such sum as he may have earned in the shop in which he has become proficient.

35. Mambers who show no aptitude for mechanical work may be dismissed at any time by the Principal.

36. Members who are absent will be fined at the rate of 2 annas a day up to the limit of their stipends for the month during which they are absent. Continued absence or irregularity in attendance will be punished by the removal of the absentee's name and by the forefeiture of the money standing at his credit.

37. Repeated absence, whether on account of sickness or otherwise, will entail the removal of the member's name from the list. Absence on sick leave will carry no stipends for the days on which the member is absent.

38. Before joining the college workshops a boy must state which branch of mechanical training he intends to take up, and he must adhere to his original decision until he becomes proficient in the shop selected. Exceptionally intelligent boys may be trained in one or more shops.

39. There will be one vacation a year, of one month's duration, at the time of the Durga Puja holidays, and the number of holidays during the rest of each year shall not exceed 55 days, excluding Sundays and the King-Emperor's Birthday.

40. On leaving after complete training in one or more shops, members of these classes will receive a certificate stating the shop or shops in which they have become proficient.

41. Members who are dismissed or who leave without completing their training to the satisfaction of the Principal will receive no certificate.

(iv) Miscellaneous.

42. **Management.**—The Bengal Engineering College is under the management of a Governing Body which is entrusted with the following duties:—

(1) To frame the college budget, to control expenditure under the budget, and to examine and pass the college accounts.

(2) To consider, examine and initiate projects for the improvement of the college.

(3) To advise the Director, or to address Government, through the Director, as to the courses which the college should teach.

(4) To advise the Director, or to address Government, through the Director, with regard to changes in or additions to the staff.

(5) To deal with all breaches of discipline brought before it by the Principal in cases in which the Principal has not taken action himself in exercise of his powers under the Regulations of Calcutta University.

(6) To deal with all questionsreferred to it by the Director for opinion or disposal

(7) To exercise such additional functions as may from time to time be assigned to it by Government.

(G. O. No. 718, dated the 4th April 1917.)

The Governing Body is empowered :—

(1) To sell or dispose of worn-out or absolete machinery, tools, tents, furniture and apparatus up to a limit of Rs. 200 for each article, the sale being public and the proceeds being deposited in the local treasury.

(2) To sanction expenditure on petty construction from the contract grant or the minor works grant of the college up to a limit of Rs. 1,000 in each case.

(3) To transfer savings from one item of contingent charges to another, except as stated in the note below.

NOTE—The Governing Body has no power to re-appropriate to and from a provincialised grant nor to transfer savings to and from the provision for the purchase of books, etc., and subscriptions to newspapers. Savings appropriated under this clause must not be spent on any new item involving additional recurring expenditure or on any novel or extraordinary expenditure which the Local Government has no power to sanction.

(4) To sanction expenditure on special contingencies up to Rs. 250 for any item and to sanction the purchase of models and mathematical and other instruments up to Rs. 1,500 for each item.

(5) To levy compulsory fees for athletics and other college and school activities, e.g., common-rooms, magazines, etc., up to an annual amount not exceeding the monthly fee which a student pays for instruction.

(6) To fix the list of holidays and vacations subject to the limits imposed by Government.

(7) To grant free-studentships up to the limit sanctioned for the college.

43. **Functions of the Principal.**—The Principal is charged with general control of the college and workshops, including the regulation of the courses of instruction, both theoretical and practical, the supervision of the messes and other domestic arrangements, and the maintenance of discipline; and he shall from time to time issue such rules as may be necessary to secure these objects. He is empowered—

(1) To grant admission to the college, subject to the observance both of Government orders with regard to the number of students of various communities and of the University Regulations with regard to residents.

(2) To spend, without reference to the Director, the grants which are provided in his budget for contingencies contract and non contract, provided that the allotments are spent on the purposes and subject to the conditions for and on which they have been sanctioned and that no reappropriation whatever is made from one head to another without the sanction of the competent authority.

(3) To sanction petty local purchases of stationery and rubber stamps up to a limit of Rs. 20 in each case.

(4) To countersign bills for the travelling allowance of all officers in the college; and also to countersign and pass for payment the travelling allowance bills of passed students of the college, subject to the existence of budget provision.

(G. O. No. 718, dated the 4th April 1917.)

NOTE.—Travelling allowance bills of the Principal require the countersignature of the Director.

(5) To award, unless otherwise ordered, all scholarships and stipends tenable in the college, and to countersign the bills for all such scholarships and stipends.

(6) To submit indents for standardized forms direct to the Press and Forms Manager.

(7) To submit indents for stationery, etc., direct to the Controller of Printing and Stationery.

(8) To sanction small monthly payments to menials for supplying drinking water or dusting offices.

(9) To spend, without reference to the Director, sums which have been specially assigned for the award of college scholarships, medals and prizes by trust deeds or otherwise for the benefit of the college.

(10) To draw the Assam scholarships tenable in the college, without the countersignature of the Director of Public Instruction, Assam.

(11) To purchase newspapers, periodicals and books for his office, subject to the condition that all charges incurred are within the provision sanctioned for the purpose.

(12) To sanction advances in cases of transfer under Act 159 (*a*) of the Civil Account Code.

(13) To allow any officer subordinate to him to proceed on duty to any place within the territories of the Government of Bengal or to a district of any Foreign State or Settlement adjoining his jurisdiction and to draw travelling allowance under rule.

(14) Within the limits annually allotted to him for the purpose in his budget, to obtain direct from manufacturers or dealers in England, America, Japan or any other foreign country such articles as he may require for experimental or research purposes.

(15) To sanction the acceptance of private tuition fees by a teacher subordinate to him up to a money-limit of Rs. 100 during a term of the college.

(16) To accord administrative approval to original works, other than residences, up to Rs. 100 in each case.

(17) To hold Government securities in his official capacity.

(18) For any breach of college discipline—

(*a*) to suspend a student for one month or less ;

(*b*) to rusticate a student for any period exceeding one month and not exceeding the reminder of the academical year ; and

(*c*) to expel a student.

In the second and third cases the matter should be reported by the Principal to the Syndicate, in the form of a brief statement including the date of rustication or expulsion.

(19) To obtain from the Central Publication Branch, Calcutta, publications of the Central Government at a discount of 25 per cent., the cost of such publications to be adjusted through the exchange accounts only.

(20) To sanction expenditure up to Rs. 100 for any item of special contingencies and to sanction the purchase of models and mathematical and other instruments up to Rs. 500 for each item, subject to the existence of budget provision.

44. **Reservation of places.**—Twenty-five per cent. of all places in the Bengal Engineering College are reserved for Moslem students on the following conditions :—

(*i*) that the admission standard of the college should not be lowered to secure the desired percentage of Moslem admission; and

(*ii*) that if a sufficient number of Moslem candidates does not come forward for admission by such fixed dates as may be notified by the Principal, the number of reserved places that may be still vacant may be filled up by qualified candidates of other communities.

(G. O. No. 3461Edn., dated the 14th November 1924.)

45. **Tests.**—The following scale of fees has been sanctioned for mechanical tests conducted at the Bengal Engineering College. The Professors of Electrical and Mechanical Engineering and of Chemistry are permitted to undertake these tests without restriction, provided that such work does not interfere with the proper discharge of their ordinary duties. The fees realized should be equally divided between Government and the officer conducting the test.

(G. O. No. 190T.—Edn., dated the 15th May 1918.)

	Rs.	A.	
A.—For the testing of iron and steel and other metals:—			
(I) For tensile tests	15	0	per test,
(II) For compression tests	15	0	,, ,,
(III) For deflection tests	15	0	,, ,,
(IV) For bending tests	3	8	,, ,,
(V) For forging tests	1	8	,, ,,
B.—For crushing of stone	5	0	per block.
C.—Testing of cement and of cement and sand, including cost of preparation of briquettes, etc:—			
(I) Fineness			
(II) Specific gravity			
(III) Tensile strength, neat cement, or .. .			
(IV) Tensile strength, cement and sand, taking the average of three briquettes.	30	0	For the whole of six tests.
(V) Setting Time			
(VI) Soundness			
(VII) Crushing strength	10	0	extra.

Note.—(I) Tests for preparing test pieces are workshop charges and do not require the sanction of Government.

(II) Fees for testing sword blades and stone and metal for abrasion and other similar classes of tests should be settled by the Principal in consultation with the Director.

(III) A scale of fees for testing timber for the Military and Forest Departments has been approved by the Government of India (*vide* Government memoranda Nos. 464Edn. and 3615 of 2nd March 1918 and 17th September 1910, respectively.)

46. **Procedure as to undertaking and accounting for outside work done in the College workshops.**—Owing to the fact that the mistries in the Industrial Department engaged exclusively on imparting instruction would quickly lose their proficiency as workmen and, therefore, become useless as instructors unless employed on all kinds of work and not practice and test work only, the Industrial Department is allowed to undertake outside orders for work to be executed for private parties or public bodies. The Principal regulates the amount and nature of any such work taken in hand so that the tuitional part of the course does not suffer. If pressure of inside work becomes too great, outside orders may be refused from time to time and, as a rule, work of an instructional value for the artisans is preferred. All work undertaken for outside parties must be prepaid. If an order is accepted an estimate, of the cost shall be supplied on a prescribed form along with an acceptance form. This form must be returned duly signed along with the amount of the estimate before the work is commenced, unless the estimated cost of the work

is heavy in which case it may be recovered in instalments, but recovery in full should always be insisted upon before delivery. If the estimate is exceeded, the party for whom the work has been done must be billed for the excess amount.

47. Receipts for outside work must be deposited in the local treasury and a challan obtained. They should be treated as revenue receipts and the necessary expenditure met from the consolidated grant of the institution.

(G. O. No. 116Edn., dated the 10th January 1929.)

48. **Stock Accounts.**—The rules for the maintenance of accounts of the various kinds of stores at the Bengal Engineering College, Sibpur, are as follows :—

General Rules.

(1) The Schools of Engineering obtain a considerable quantity of stores for consumption in carrying out the instruction of students and artisans and for manufacture or otherwise. These stores are divided into the following classes, viz., (*a*) stock or general engineering workshop stores, (*b*) laboratory stores and (*c*) tools and plant.

(2) The general administration of the stores is vested in the Principal on whom primarily devolves the duty of arranging for (*a*) the acquisition of stores, (*b*) their custody and (*c*) their disposal.

(3) The store-keeper, assistant store-keeper and any other officers of the institution entrusted by the Principal with the care, use or consumption of stores are responsible for maintaining correct records and in preparing correct returns in respect of the stores entrusted to them.

(4) All transaction of receipts and issues of stores should be recorded in the appropriate stock registers in ink in the order of occurrence and as soon as they take place.

(5) The pages of the stock registers should be numbered and no page should on any account be torn out, nor should any entry be erased or effaced so as to be illegible. If a mistake be made it should be corrected by crossing out incorrect words or figures and re-writing words or figures and the corrections thus made should be initialled. A reliable record is the object to be aimed at.

(6) The following rules are framed on the principle that both quantity and value accounts should be maintained for receipts, issues and balances of all stores with a view to control the balances efficiently until the stores are finally disposed of by consumption on works or otherwise. The maintenance of the value accounts may be dispensed with in the case of tools and plant and laboratory stores at the discretion of the Principal.

Stock of General Stores.

A.—General.

(7) The practice in this institution (in consequence of the delay that would otherwise occur in manufacturing and procuring various materials) is to collect and keep up a reserve supply of stores. And as these are not generally used at once on any specific job, such stores are accounted for in the accounts of stock or general stores.

(8) The stock or general stores are divided into the following classes:— (1) Timber, (2) Painters' stores, (3) Iron, (4) Fuel and (5) Miscellaneous. All materials received in and issued from stock should be grouped under these sub-heads.

B.—Quantity accounts.

(9) *Receipts.*—Materials may be received on stock from the following sources:—

(1) Suppliers,

(2) Other institutions or departments, and

(3) Manufacturers.

In all cases there should be proper authority for the receipt by the store-keeper of materials to be brought on stock. This authority should be given in writing by the Principal of the institution.

(10) All materials should be examined and counted or measured as the case may be when delivery is taken. The total number or quantity received should be at once entered under proper sub-heads in the register of stock receipts. (Form 2).

Such Acknowledgment as may have to be given to a supplier for stores received from him can be signed only by the Principal. Any certificate that the store-keeper may be called upon to record in respect of the receipt of stores for this or any other purpose should be in the following form:—

Received on.....and duly recorded in the register of stock receipts (*vide* page.....)

Signature.

(11) *Issues.*—Materials may be issued from stock for the following purposes :—

(1) For use on workshop jobs.

(2) For use by the students or artisans undergoing practical training in the workshops.

In all cases they should be issued on receipt on an indent (Form 1) signed by the Foreman Instructor.

(12) Indents should be filled up carefully as all subsequent accounting depends upon it. When issuing materials from stock, the store-keeper should examine the indent (Form 1) and sign it in the space provided for the purpose after making suitable alterations (attested in each case by his dated initials) in the descriptions and quantities of materials if he is unable to comply with the indent in full. He should then prepare and sign the form of the invoice attached to the indent according to the supply as actually made, and simultaneously make entry in the register of stock issues (Form 2).

The indent should be returned to the indenting officer and the signature of the officer receiving the materials should be obtained, as soon as possible, on the invoice which should be treated as a voucher in support of the entry in the register.

(13) When making entries in the register of stock issues, the store-keeper should pay particular attention to record in the column "On what account issued," the full particulars as given in the last column of the indent, or as otherwise known to him.

(14) *Monthly closing of the registers of stock receipts and issues.*—The registers of stock receipts and issues should be closed by the store-keeper on the last date of each month and put up to the Accountant at any any date in the first week of the following month. The latter will check the entries with vouchers, bills and other documents concerned and record in the registers a certificate to the following effect:—

Checked the entries personally and found them to be correct.

Signature of Accountant.

He will then put up the registers to the Principal for signature. They should be returned to the store-keeper as soon as they are signed by the Principal.

C.—Value Accounts.

(15) *Receipts and Issues.*—The value of each item of materials obtained from different sources, whether by cash payment or by book adjustment or by manufacture should be entered in red ink below the quantity in the register of stock receipts and issues from suppliers' bills, adjustment vouchers and workshop estimates, etc., and all charges for railway and steamer freight, cooly-hire, cartage, and other incidental charges should be similarly posted from the vouchers concerned.

(16) Each item of materials issued from stock should be valued at issue rates fixed in accordance with the rules in paragraph 18 and the value thus arrived at should be posted in the register of stock issues.

(17) Both the upper and the lower parts, of the registers of stock receipts and issues should be closed on the last day of each month. The agreement of the total of the upper part with that of the lower part will prove the accuracy of the postings.

(18) *Issues rates.*—The issues rate should be assigned to each articles as it is brought on stock. This rate should be fixed on the principle that the cost at which the materials are to be issued should approximately equal the actual cost of the stores and that there may be no ultimate profit or loss in the stock accounts. It should provide, beyond the original price paid and the cost of carriage, etc., for—

(1) the expenditure on establishment employed on handling and keeping the initial accounts;

(2) the expenditure on the custody and arrangement of stores;

(3) the expenditure on the maintenance of the store godown or yards; and

(4) losses from depreciation or wastage;

but should in no case be in excess of the market rate.

(19) As purchases are made, variations in cost should be watched, an if these are appreciable, issue rates may, and in important cases shall, at once

be raised or lowered as may be necessary, under the orders of the Principal; further when closing the half-yearly register of stock (*vide* paragraph 24) all rates must be reviewed and revised, if necessary, to bring them within the market rates.

NOTE.—The issue rates should be worked out to the nearest anna as far as possible.

D.—Half-yearly Register of Stock.

(20) An account should be maintained by the store-keeper to record, month by month, the transactions relating to each item of stock; this account should be in Form 3 half-yearly register of stock.

(21) The total quantity and value of the receipts and issue of each article of stock, as recorded in the upper part of the register of stock receipts and issues, should be posted in red ink in the half-yearly register in the columns provided for the month concerned both under receipts and issues and balances struck on the last day of each month. The entries in this register should be checked by the Accountant at any date in the first week of the following month and put up to the Principal for signature.

(22) A separate register should be prepared for each of the half-years ending September and March. The register for each half-year should embrace all articles in stock. The column for remarks is provided so as to give the officer-in-charge of the store as well as the Principal an opportunity of commenting on the conditions of the stores or on the rates, and of noticing cases in which the balances are in excess of requirements.

(23) As soon as the receipts and issues of the last month of the half-year are posted in the half-yearly register, the closing balances should be worked out and entered in column 5 "Opening balance" of the register of the next half year.

(24) At the end of the half year, the half-yearly Register should be closed, the following instructions being observed in respect of the money columns:—

(*a*) *Market rates.*—This column should be filled up, in respect of each item, under the order of the Principal, by an officer deputed by the Principal for the purpose. It should be written up at or about the close of the half year.

(*b*) *Current issue rates.*—The column should be filled up at the commencement of the half year in respect of items brought forward from the previous half year, and subsequently, from time to time, in respect of new items and the items the rates of which are revised during the half year. The rates should be transcribed into the column for current issue rates of the next half year.

(*c*) *Value at current issue rates.*—This column should be written up at the close of the half year and should represent the value of the closing balance at the issue rates current during the last month of the half year. The entries in this column should be totalled by the sub-heads of stock and if the total of any sub-heads does not agree with the corresponding book balance as brought out in column 23, an adjusting entry (plus or minus as the case may be) should be made, and a further total struck which should agree with the correct balance. This entry will represent profit or loss during the half year in question.

(*d*) The Accountant should then write up his report and submit it to the Principal, who will then review the register of stock and record his remark and orders therein. This review should be directed to determine the causes of profit and loss and to see specially that stores are priced in accordance with the rates, that stocks are taken periodically by the responsible officers, and that stocks of individual items are regulated on a consideration of actual requirements of the near future and with due regard to the average consumption of the past. The object to secure is that stock in the register shall consist only of articles priced within the rates at which they could be purchased at the time from the market.

E.—Stock-taking.

(25) The Principal is to have stock taken at the end of each year. The dates on which the articles are taken stock of are to be entered in the stock registers. As soon as the yearly stock-taking is over, a certificate to the falling effect should be recorded in the register :—Certified that all articles borne in this register have been counted, weighed or measured by me and found to be correct with the exception of the items noted below:—

Signature.

(G. O. No. 122Edn., dated the 15th January 1938.)

Laboratory Stores.

(26) The rules for the maintenance of stock-book in the laboratories of Government Colleges are provided in section I, Chapter III of the "Rules and order of the Education Department, Bengal." The accounts of laboratory stores should be maintained in accordance with those rules.

Tools and plant.

(27) The tools and plant of the institution are divided into the following classes, viz., (1) scientific instruments and drawing materials, (2) plant and machinery, (3) tools, (4) camp equipage, (5) office furniture, (6) school furniture and (7) hostel furniture.

(28) The accounts of all classes of tools and plant should be kept in accordance with the rules provided above under the head "Stock or General Stores." The maintenance of value accounts may, however, be dispensed with at the discretion of the Principal.

(29) The accounts of tools and plant issued for use by the officers of the institution and temporarily lent to students should be maintained in a separate register prescribed locally and specially reviewed periodically. It should be seen that the articles are returned without unnecessary delay and in good condition.

NOTE.—This paragraph also applies to tools and plant sent out for repairs.

(30) No articles other than those which are ordered to be written off and which are permanently transferred should be removed from the accounts of tools and plant.

FORM 1.—INDENT FOR STORES.

Counterfoil.

Indent No.....dated..... 19.., on the store-keeper.

Description.	No. or quantity.	On what account required.

These materials should be delivered to.....

Foreman Instructor.

FORM 1.—INDENT FOR STORES.

Indent.

Indent No.....dated..... 19.., on the store-keeper.

Description.	No. or quantity	On what account required.

These materials should be delivered to.....

Foreman Instructor.

This indent has (not) been complied with in full. The alterations, which I have attested have accordingly been made by me.

Delivered to.... on.....

Store-keeper.

FORM 1.—INVOICE.

To the Foreman Instructor on Indent No.....dated.....

Description.	No. or quantity.	On what account issued.

Dated.....19.....

Store-keeper.

Received.

Dated.....19.....

Foreman Instructor.

Month.....Year. Form 2.—Register Stock Receipts.

Date.	Source from which received.	Authority.	Value of each receipt of materials.			Rate.	Amount.						GRAND TOTAL
			Unit.	Quantity.	Name of articles (grouped by sub-heads).								

Month... ..... From 2.—Register of Stock Issues.

Date.	On what account issued.	Authority.	Value of materials expended upon each item.			Rate.	Amount.						GRAND TOTAL
			Unit.	Quantity.	Name of articles (grouped by sub-heads).								

Form 3.—Register of stock for the half year ending.

Class or sub-heads.	Item No.	Names of articles.	Heads.	Opening balance.								
					Receipt.	Issue.	Balance.	Receipt.	Issue.	Balance.		
1	2	3	4	5	6	7	8	9	10	11		

Class or sub-heads.											Value at current issue rates.		Market rates.	Remarks.
	Receipt.	Issue.	Balance.	Receipt.	Issue.	Balance.	Receipt.	Issue.	Balance.	Receipt.	Issue.	Balance.	Rates.	Amounts.		
	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27

Section II.—The Ahsanullah School of Engineering, Dacca.

(i) *Origin and objects of the institution.*

49. **Origin.**—The Ahsanullah School of Engineering was originally started in 1876 when it was designated the "Dacca Survey School." The course was one of two years' duration and was designed to produce men with qualifications as Land Surveyors for employment under Government departments or in private concerns. In 1897 a Sub-Overseer Department was added designed to impart instruction in a Civil Engineering course of three years' duration with the avowed object of qualifying students for employment as Sub-Overseers in the Public Works Department or with District Boards, Municipalities or private concerns. In 1905, the status of the school was further raised by the addition of an Overseer Department and the course of instruction was extended to four years, to train students as Overseers for employment under the employers mentioned above. The school attained its present status in 1908 when it was affiliated to the full standard of the Joint Technical Examination Board (now Overseer Examination Board). As an experimental measure Government sanctioned the introduction of a three years' Overseer course in the school in 1918-19. It was, however, found that a four years' course was necessary for the efficient training of Overseers and the experiment was accordingly abandoned in 1926. The institution now has a two years' course for Sub-Overseers *plus* a two years' course for Overseers.

50. **Objects.**—The institution is a professional one designed primarily to train men for all the subordinate grades of the civil engineering profession. There are two courses offered to students, namely, (*i*) the Sub-Overseer course, and (*ii*) the Overseer course.

The Sub-Overseer course is one of two years' duration and students who qualify in it are eligible for employment as Sub-Overseers under District Boards, Municipalities and other public bodies, or under private employers.

The Overseer course is one of two years' duration at the school followed by a year's practical training on works approved by the Overseer Examination Board. Students who qualify in this course are eligible for appointment to any subordinate grade of the Public Works Department or to appointments corresponding with the subordinate grades of that department under other public bodies or with private employers.

51. The sessional promotion examinations in both courses are controlled by the authorities of the school but the examinations qualifying for the final certificates are set and controlled by the Overseers Examination Board of Bengal which issues certificates to passed students. These cerificates are described in rule 69.

(ii) *Sub-Overseer and Overseer Classes.*

52. **Admission.**—The full course of studies extends over a period of four years, which is equally divided between a Sub-Overseer course and an Overseer course. A candidate for admission to the first year Sub-Overseer class must have passed the School Final Examination (Science side) or the Matriculation Examination of Calcutta University or the High School Examination of the Board of Intermediate and Secondary Education, Dacca,

but the Secretary of the Overseer Examination Board may sanction the admission of candidates who have passed in Mathematics only if he considers from their marks as a whole that they are likely to prove suitable for admission. Candidates who have appeared at examinations other than those mentioned are also eligible for admission if their qualifications are considered adequate for the purpose.

53. Twenty-five per cent. of all places in the school are reserved for Moslem students on the following conditions:—

(*i*) that the admission standard of the institution should not be lowered to secure the desired minimum percentage of Moslem admission; and

(*ii*) that if a sufficient number of Moslem candidates does not come forward for admission by such fixed date as may be notified by the Principal, the number of reserved places that may be still vacant may be filled up by qualified candidates of other communities.

(G. O. No. 3461 Edn., dated the 14th November 1924.)

54. Candidates who have passed the Sub-Overseer Examination are eligible for entrance into the Overseer class but they are admitted in order of merit as far as accommodation permits.

55. **Age-limit.**—The age of candidates for admission to the Sub-Overseer and Overseer classes should not ordinarily exceed 19 and 21 years respectively. A student's age is calculated from the age set forth in the certificate awarded him for passing the School Final Examination (Science side) or, the Matriculation Examination of Calcutta University, or the High School Examination of the Board of Intermediate and Secondary Education, Dacca.

56. **Applications for admission.**—Applications for admission should be made in the form which may be obtained from the Principal, and delivered or posted so as to reach the Principal not later than the third week of June of each year, and no applicant will be admitted unless he has been previously interviewed and unless the Medical Officer at the school gives a satisfactory report as to his eye-sight, physical strength, and fitness for manual labour.

57. **Special Admission.**—In special circumstances qualified students may be admitted to the different departments of the school on transfer from other engineering institutions provided there are vacancies. As a rule no transfers are allowed later than the date of resumption of work after the Puja vacation.

58. Special students, such as the sons of Zemindars, Public Works contractors, etc., who may have need for a training in engineering without wishing to qualify for the prescribed certificates, may be admitted to any department of the school. Such students do not sit for any of the examinations and are awarded no certificates. Their number is strictly limited; they pay the same fees and come under the same rules and regulations as regular students.

59. **Fees.**—The fees payable are as follows:—

Admission fees.—An admission fee equal to one month's fee of the class is payable before a student commences his course in both the Sub-Overseer and Overseer classes, but passed Sub-Overseers from the school joining the Overseer class are exempted from further payment of admission fee.

Tuition fee.—The monthly tuition fee in the Sub-Overseer class is Rs. 6 and in the Overseer class Rs. 7. The fee is payable for the full twelve months of the year during a sudent's course. It is payable on or before the 15th of of each month and in default, a fine of one anna is levied for each day's delay in payment, while if payment is delayed beyond the month, the defaulter student's name is struck off the roll and he is not readmitted until he has paid all arrears and fines. No tuition fees are charged during the period of practical training which follows the Overseers course.

60. **Caution money.**—Each student on joining the workshop is required to deposit caution money of Rs. 5 (as security for tools which will be issued to him for his work in the workshops). The amount, less any deduction for loss of tools, etc., will be returned to him when he finally leaves the school.

61. Caution money of Rs. 5 is also required from each student as security for surveying instruments and apparatus which will be issued to his batch at the commencement of the Field-work Survey training.

62. **Session, vacation and holidays.**—The session usually commences in the first week of July and (with the exception of a few isolated holidays) runs on till the beginning of the Puja vacation of about one month in October. On resumption of work after the Puja vacation, the session is practically unbroken until Christmas when there is a stoppage of work for a week. After the Christmas holidays, the session runs till the beginning of the long vacation which marks the end of the school year and commences usually about the middle of April. The vacations and holidays are fixed by the Director but the details may be varied to some extent by the Governing Body. As a rule, the list of holidays remains practically the same from year to year and approximately average 168 days, including Sundays, in each year.

63. **Athletics.**—All students must join the Athletic Club and pay a subscription of Rs. 2 annually during his course. The position of a student in the final examination results of the Overseer Examination Board is affected by the marks he obtains at the school for character and physical fitness.

64. **Scholarships, stipends and free-studentships.**—The scholarships and free-studentships tenable at the school are as follows:—

(*a*) Eight scholarships of Rs. 10 each monthly, tenable in either the Overseer or the Sub-Overseer class. They are awarded by the Principal, with the approved of the Governing Body of the School, to poor students, but merit is also taken into account. Students holding these scholarships are exempted from the payment of tuition fees. These scholarships are awarded for one year in the first instance and are usually continued throughout the full course of a sudent's career if he maintains satisfactory progress and good conduct. As a rule only three or four of these scholarships are available for award at the beginning of each session.

(G. O. No. 89T.—Edn., dated the 30th April 1918.)

(*b*) Three stipends of the value of Rs. 5 each, monthly tenable for one year in the second-year Sub-Overseer class are awarded on the results of the sessional examinations of the first-year Sub-Overseer class. Such stipend-holders are given free tuition during the tenure of their stipends.

(Director of Public Instruction's letter No. T.-451, dated the 13th June 1899.)

(*c*) Three scholarships of Rs. 10 a month each, tenable for two years in the Sub-Overseer classes, are awarded to Muhammadans and members of backward classes belonging to the Dacca, Chittagong and Rajshahi Divisions.

(G. O. No. 631Edn., dated the 11th February 1927.)

(*d*) Three scholarships of Rs. 10 a month each, tenable for two years in in the Overseer classes are awrded to Muhammadans and mambers of backward classes belonging to the Dacca, Chittagong and Rajshahi Divisions.

(G. O. No. 631Edn,. dated the 11th February 1927.)

NOTE.—The scholarships referred to in clauses (*c*) and (*d*) are awarded to candidates nominated by the Inspectors of Schools, Dacca, Chittagong and Rajshahi Divisions or to those recommended by the Principal of the school. These scholarships do not carry exemption from tuition fees.

(G. O. No. 628T.—G., dated the 21st October 1916.)

(*e*) One Mohsin stipend of Rs. 5 a month, tenable for two years in the Overseer classes, is awarded to a Muhammadan boy. It does not carry exemption from tuition fees.

(G. O. No. 3433Edn., dated the 9th October 1926.)

(*f*) Six scholarships of Rs. 15 a month each, tenable for two years in the Sub-Overseer classes, are awarded each year to poor and deserving Moslem students. These scholarships do not carry exemption from tuition fees.

(G. O. No. 3438Edn., dated the 9th October 1926.)

(*g*) Four scholarships of Rs. 15 a month each, tenable for two years in the Overseer classes, are awarded each year to poor and deserving Moslem students. These scholarships do not carry exemption from tuition fees.

(G. O. No. 3438Edn., dated the 9th October 1926.)

(*h*) One "Chandra Mohan Basak" scholarships of Rs. 10 a month is awarded in alternate years to a Basak Matriculate of Bengal who intends to join the engineering class at the Bengal Engineering College, Sibpur, the Thomson Engineering College, Roorkee, the Ahsanullah School of Engineering, Dacca, or the Bihar Engineering College, Patna. Preference is given to a Basak student in the town of Dacca.

(G. O. No. 180Edn., dated the 22nd January 1926.)

(*i*) There are also some special stipends annually awarded by the Director, subject to the annual allotment in his budget.

(*j*) *Practical training stipends.*—The first 12 students domiciled in Bengal who pass the Overseer examination will undergo 17 months practical training in the Public Works, Irrigation and Public Health Departments and will thereafter appear, at a practical examination to be held in the month of November each year at Dacca for the selection of candidates for appointment to the Subordinate Engineering Service of the Public Works, Irrigation and Public Health Departments. These twelve students will receive during the course of their practical training, a stipend of Rs. 30 per month each, of which Rs. 15 will be provided by the Education Department and the remaining Rs. 15 by the Department where they get their practical training.

The next 28 students who pass the Overseer Examination will get stipends of Rs. 10 per month for a period of one year in order to enable them to undergo a course of practical training either in the school workshops or with outside Engineers arranged for by the Principal.

(Public Works Department Order No. 2357E., dated the 5th July 1929 and G. O. No. 628 Edn., dated the 15th February 1930.)

(*k*) The Government of Assam usually award in each year a total of about five scholarships. They are tenable in the Sub-Overseer and Overseer classes and are of the value of Rs. 20 and Rs. 25 in the first and second year Sub-Overseer classes, respectively and of Rs. 30 in the Overseer classes and during the period of practical training. The holders of these scholarships also receive certain grants to cover the cost of books and apparatus, etc., and, in addition, their examination fees are paid by the Government of Assam.

NOTE.—The stipends awarded in the Artisan Department are detailed in rule 77.

65. The general rules for the award and tenure of Senior and Junior Scholarships and stipends apply to the scholarships and stipends tenable at the Ahsanullah School of Engineering, Dacca.

66. **Sessional Examinations.**——During the session in both the Sub-Overseer and Overseer classes usually three sessional examinations are held, except in the case of classes which are due to appear at an examination of the Overseer Examination Board at the end of the session in which case the third sessional examination is dispensed with. Promotion from one class to a higher class is dependent on the results of these sessional examinations. A student who does not show sufficiently good results at his sessional examinations is not allowed to appear at the examinations of the Overseer Examination Board. The standard of work and the value of the marks for the papers set at the sessional examinations are kept as far as possible on an equality with that required at the examinations of the Overseer Examination Board. Usually about ten days' notice is given of a sessional examination and a time-table of the same is posted on the school notice board with instructions as to seating, etc. Similarly, the results of sessional examinations are posted on the notice board as soon as possible after they are received from the examiners.

67. **Final Examinations.**—The final examinations of the Overseer Examination Board usually take place in March of each year and are held at the school. The Board selects its own examiners. The results are considered by the Board at a meeting held usually in April and, as finally agreed upon, are communicated to the institutions concerned and published in the *Calcutta Gazette*.

68. **Survey Camp and Local Fieldwork.**—In accordance with the requirements of the Overseer Examination Board, students of the Sub-Overseer and Overseer classes are given about six weeks of practical fieldwork each session. The fieldwork usually takes place after the return of the students from the Puja holidays; part of it is devoted to a Survey Camp, where the students spend about a month and the reminder is spent in the vicinity of Dacca. A set number of survey plans, etc., are required to be executed by each student during his course.

69. **Certificates.**—The Honours Grade Overseer Certificates is awarded to students who have (*i*) undergone the full Overseer course at one of the affiliated institutions; (*ii*) have gained 50 per cent. in each group, 66 per cent. on total for examination subjects and 66 per cent. of the total school record separately; (*iii*) have undergone the year's practical training which follows the Overseer Examination and (*iv*) have obtained a satisfactory report thereon. Those students who fulfil conditions (*i*), (*iii*) and (*iv*) but fail to reach the standard set out in clause (*ii*) shall be granted the Public Works Department Overseer Certificate but successful students who do not fulfil any of the above

conditions are entitled to District Board Overseer Certificates on passing the examination. Each is a qualification (but not a guarantee) for employment in the Subordinate Engineering Service of the Public Works Department or as an Upper Subordinate under public bodies or private employers.

The Sub-Overseer certificate of the Overseer Examination Board is awarded to students who have undergone the full Sub-Overseer course and who have passed the Sub-Overseer examination of the Board. The Sub-Overseer certificate is a qualification (but not a guarantee) for employment with Government departments, public bodies or private employers as a Sub-Overseer.

70. **Prizes and Medals.**—The following prizes and medals are awarded:—

(*i*) *In the Sub-Overseer Class.*

1st year class.—Three prizes for theory and one for workshop, awarded on the results of the sessional or promotion examinations.

2nd year class.—Three prizes for theory and one for workshop, awarded on the results of the Sub-Overseer examination of the Overseer Examination Board.

(*ii*) *In the Overseer Class.*

1st year class.—Three prizes for theory and one for workshop, awarded on the results of the sessional or promotion examinations.

2nd year class.—Three prizes for theory and one for workshop, awarded on the results of the Overseer examination of the Overseer Examination Board.

One silver medal for best draftsmanship, awarded on the results of the sessional drawing work.

71. **Hostel.**—A large hostel for the board and residence of students is maintained. It provides accommodation for about 200 students and is under the direct control of two resident Superintendents who are lecturers at the school. Separate arrangements are made for Hindu, Muhammadan and Christian residents in the hostel. There are also two subsidiary hostels accommodating 80 students (all Hindus) which are in charge of a Lecturer of the school. Each boarder is required to pay a consolidated seat-rent of Re. 1-14 per mensem.

72. **Employment Bureau.**—An employment bureau for the benefit of passed students of the school was opened in 1912 and has been carried on regularly since then. Prescribed forms are sent to recently passed students annually and any who may be out of employment fill up these forms and return them to the office of the school. As soon as an enquiry is received for the supply or recommendation of a particular class of engineering assistants, the enquirer is put in touch with suitable passed students. A senior Lecturer is in charge of the bureau, but final recommendations must be made through the Principal.

(*iii*) *Artisan Department.*

73. **Objects.**—The Artizan Department of the Ahsanullah School of Engineering is intended to offer facilities to Indian lads of the town and district of Dacca for learning particular trades or crafts under conditions superior to those of the boy who picks up his trade from the ordinary village or town mistry. He is given the opportunity of learning the use of a larger range of tools, and, while proceeding with his practical work, of gaining sufficient knowledge of (*i*) Reading, (*ii*) Writing, (*iii*) Arithmetic, and (*iv*) Drawing and Estimating, so as to enable him, on completion of his training, to set up in business for himself, if he so desires.

74. **Age of admission.**—The minimum age of admission is twelve years but as boys of the class attending these course can usually produce no documentary evidence of age, the opinion of the Principal shall be taken as final in that respect.

75. **Admission qualifications.**—No admission qualifications are laid down, but boys who know how to read and write simple Bengali and also know a little of the multiplication tables should be given preference. Artisans will be admitted at any time of the year excluding vacations. The admission form prescribed for the Artisan Department may be obtained from the Principal.

76. **Courses of instruction.**—The corse for artisans in each particular workshop extends over a period of three years, during which time an artisan undergoes a rigid course of instruction in addition to being employed on the work provided by outside orders.

77. **Stipends.**—An artisan on his first entrance to the school workshops should be taken on probation for one month, after which (if he his efforts have been considered satisfactory and if a stipend be available) he is given a stipend of Rs. 5 monthly. The stipend, however, is allotted retrospectively from the date of his entering the shops, but the first month's stipend is retained in the possession of the school authorities as caution money from which fines or dues, if any, may be realised. Should no stipends be vacant, an artisan may be taken without stipend until one falls vacant for him. Stipends are awarded by the Principal in consultation with the Governing Body. There are 14 stipends of Rs. 5 each per month in the first year of the course.

78. **Proportion of profits accruing to an artisan.**—As soon as an artisan has learnt to be useful and can use his tools in a workman-like manner, he will be employed for the major part of his time on the work provided by outside orders and half of the profit made on the work he has carried out will be credited to the artisan. The money so accruing should not be under the control of the artisan but, with uniform good conduct and progress, should accumulate until the end of his course, when (on an artisan passing his final examination and otherwise satisfactorily completing his course) he should be given the lump sum of the profits standing to his credit either in cash, in tools, or partly in cash and partly in tools, as may be thought by the school authorities to be to the artisan's best advantage.

79. **Tests and promotions.**—At the end of each year of an artisan's course he will be required to undergo a test examination and will be promoted to the next year of his course if the result is satisfactory. In the event of his

being promoted regularly at the end of each year he will be eligible for a stipend of Rs. 6 in the second year and of Rs. 7 in his final year. There are 8 stipends of Rs. 6 each and 6 of Rs. 7 each per month.

An artisan will not be eligible to take the examination at the end of each year unless he has satisfactorily gone through all the lessons of the course included in that year.

80. **Final certificates.**—On an artisan having (*i*) completed the full three years of his course; (*ii*) satisfactorily passed all the test examinations; (*iii*) nothing against him in the school records; he will be awarded the Final Artisan Certificate of the school in the particular craft which he has learnt.

81. **Prizes.**—The following prizes are awarded:—

1st year class.—Three prizes for theory and one for workshop.

2nd year class.—Three prizes for theory and one for workshop.

3rd year class.—Three prizes for theory and one for workshop.

82. **Workshop hours and routine.**—The morning period in the workshops is from 7 a.m. to 10-30 a.m. and after a break of 2½ hours, work is resumed again at 1 p.m. and continued till 4-30 p.m. The gates will be closed at 7-10 a.m. and 1-10 p.m., respectively, and all artisans so excluded will be marked absent for that period. On Saturday the workshop hours will be for one period only, from 7 a.m. till 12 noon. One hour a day of theoretical instruction is given to each artisan, the details of which, time, etc., are posted on the workshop notice board.

83. **Attendance.**—Artisans are expected to be regular in attendance and an artisan will only draw his stipend for the proportion of the month in which he is present in the workshop. If an artisan's attendance falls below 75 per cent. of the total possible attendances, his final test examination will be delayed until his attendance for that particular year is made up to that minimum. An artisan may be expelled from the school for continued bad attendance without adequate cause. The Principal shall decide cases under this head.

84. **Uniform.**—Every artisan attending a regular course in the workshops shall wear the regulation uniform of blue dungerie jacket and shirts. These shall be provided for him by the school authorities and the cost deducted from any money lying at the credit of the artisan. The artisan shall have his uniform washed when necessary. When a uniform is worn out, another shall be provided by the school, and the cost recovered, as above, from the artisan. The authorities of the school shall decide when new uniforms are necessary in each case.

85. **Progress Books.**—A suitable book shall be kept in the workshop office for each artisan. In this shall be entered, in chronological order, by the respective assistant workshop foreman, all the points of importance in the artisan's career in the shops. These books will be consluted by the Principal in sanctioning the annual examinations of artisans.

86. **Theoretical instruction.**—The theoretical instruction to be given in conjunction with the practical work should aim at giving the artisan a

sufficient knowledge of (*i*) reading in Bengali and simple English; (*ii*) writing in Bengali and simple English; (*iii*) Drawing and estimating, and (*iv*) Arithmetic so that he may be fitted to carry on a small business on his own account.

87. **Discipline.**—While an artisan is executing one of his workshop lessons or engaged in theory in the artisan class room, he will be directly controlled by the respective assistant workshop foreman, who will be responsible for his discipline. When an artisan is engaged on outside work, he will ordinarily be in a batch of 3 or 4 artisans allocated to a certain job, and the senior artisan in each batch will keep and be responsible for discipline in his batch. Progressive fines will be imposed for want of discipline, and an artisan who is a habitual offender may be finally expelled.

88. **Breakage or loss of tools, etc.**—Tools will be supplied to the artisans for the execution of their work. They are expected to take proper care of these tools, and, while the tools are in their possession, they will be responsible for them. Breakage or loss of tools, unless not due to any carelessness or negligence on the part of an artisan, as to which the opinion of the workshop foreman shall be conclusive, shall be dealt with by the imposition of fines.

89. **Caution money.**—A sum of Rs. 5 will be retained in the possession of the school authorities from the stipend or profits belonging to each artisan; this money will be used as caution money for the good conduct and behaviour of an artisan and out of it fines, etc., will be realised. Recoupment of such deductions from the standing caution money will be made by deduction from an artisan's stipend at the end of the month then current. In the event of an artisan passing finally out of the workshop with a satisfactory record, his caution money (less any dues outstanding) will be made over to him. Special arrangements should be made regarding the caution money of special stipendholders, such as District Board stipendholders, etc.

90. **Time-keeping, etc.**—Artisans must comply with all the rules of the workshop system with respect to time-keeping; each artisan will have his own numbered check which he will deposit in the place and manner as laid down on the notice board for time-keeping.

91. **Holidays.**—The maximum number of holidays in the Artisan Department will be 55 days in the year, excluding Sundays and the King-Emperor's Birthday. In addition artisans will be allowed to avail themselves of 10 days' casual leave during the calendar year, but this is only intended to be used in case of urgency or illness. No fine will be deducted from an artisan's stipend for such casual leave.

92. **Withdrawal from the course.**—Should it be necessary for an artisan to abandon his course before completion, he may be allowed to do so, subject to a forfeiture of his caution money *plus* half the amount of profits standing to his credit. An artisan will not be allowed to withdraw from his course except on production of a letter to this effect from his father or guardian.

93. **Branches available for training.**—The following are the crafts or trades in which artisans are trained at the Ahsanullah School of Engineering; (*i*) Carpentry, (*ii*) Blacksmithy, (*iii*) Fitting, (*iv*) Turning, and (*v*) Moulding. Should an artisan qualify in one branch by a satisfactory three years' course, he, may, if he wishes, be allowed to proceed to another branch. He will be allowed to qualify in a second or subsequent branch by a two years course in each case.

(iv) Miscellaneous.

94. **Management.**—The school is under the management of a Governing Body consisting of ten members of which the Commissioner of the Dacca Division is *ex-officio* President. Its members are appointed by Government. There is also a Board of Visitors.

95. **Procedure as to undertaking and accounting for work done by the workshop.**—The rules that apply in this respect in the case of the Bengal Engineering College are also applicable to the Ahsanullah School of Engineering.

96. **Stock Accounts.**—The rules for the maintenance of accounts of the various kinds of stores at the Bengal Engineering College apply *mutatis mutandis* to the Ahsanullah School of Engineering, Dacca.

Section III.—School Final Examination (Science side).

97. **General.**—B-classes were started in Government High Schools about the year 1904 to serve as feeder classes for the Sub-Overseer and Overseer courses. The syllabus underwent changes from time to time, and partly because Science was more represented in it than Arts and partly because the name of the culminating examination known as "B-Final" had no significance, Government, in their order No. 1398Edn., of the 17th July 1922, agreed that the B-Final Course should be designated as a Science Course" and that the final examination of the B-classes should be called the "School Final Examination, Science side" instead of the "School Final instead of the "School Final Examination of B-classes." The syllabus of the Science classes is of a broader and more practical nature than that of the Matriculation. The classes and examination are controlled by a Board appointed by Government and of which the Director is President.

98. **Rules.**—The rules relating to these classes are as follows:—

(1) Admission to the School Final Science classes of Zilla schools is made when promotions to the 2nd class are decided.

(2) School Final (Science) candidates passing in the higher division are eligible for admission to the Mechanical and Electrical Engineering classes of the Bengal Engineering College and those obtaining junior scholarships on the result of the School Final Examination are eligible for admission to the Sub-Overseer class in the Ahsanullah School of Engineering, Dacca.

(3) School Final certificate-holders are eligible for admission to the first year Sub-Overseer class of technical schools.

(4) School Final certificate-holders are also eligible for admission to—

the Bengal Veterinary College, Belgachia; the Mukhtearship Examination; the Campbell and other Medical schools; the Weaving Institute, Serampore.

(5) If they wish to join an Arts or Science College they may do so with the permission of the Syndicate; they will be required to pass in a classical language test only at the Matriculation Examination.

(6) There is no minimum age-limit for candidate appearing at the School Final Examination (Science side).

(7) The following scholarships are awarded on the results of the School Final Examination (Science side) to successful candidates who are not over 20 years of age:—

Three of Rs. 20 a month each, three of Rs. 15 a month each and four of Rs. 10 a month each.

They are tenable (subject to satisfactory conduct and progress) for three years in the Mechanical and Electrical Engineering classes of the Bengal Engineering College, Sibpur (if the scholar passes in the First Division), the Ahsanullah School of Engineering, Dacca, the Bengal Veterinary College, Belgachia, any medical school in Bengal, or any technical institution approved by the Director.

(8) *Admission to School Final Science classes*—

(*a*) The admission to the 1st year class of students promoted to second year class of the high school must be completed before the end of February.

(*b*) The admission of Matriculation failed candidates to the 1st year class must be completed before the end of July.

(*c*) The readmission of School Final failed candidates to the 2nd year class must be completed before the end of July.

The promotion of the 1st year class students to the 2nd year class shall be made by the Head Master of the School.

(9) Candidates for the School Final Examination shall be examined in the following subjects carrying the marks noted against each:—

Group I.

			Marks.
Paper 1—(*a*) English Grammar and parsing	..	..	75
(*b*) English Essay	..	..	
(*c*) Oral Examination in English	..	..	50
Paper 2—Translation from English to Bengali and Bengali to English	..	..	75
Paper 3—(*a*) Bengali Essay	..	50	100
(*b*) Bengali Grammar	..	50	
	Total	..	300

Group. II.

				Marks.
Paper 1—Arithmetic and Algebra				100
Paper 2—Geometry and Mensuration				100
Paper 3— and Paper 4—	Trigonometry or Elementary Mechanics or Elementary Science	100 100 100	Two of these	200
		Total		400

Group III.

Paper 1—Drawing and Practical Geometry		100
Paper 2—Geography and simple field measurement		100
Total		200

Group IV.

Manual Training		400

(10) In order to pass the examination a candidate must obtain—

Group I—In English and Vernacular	120
Group II—In Mathematics and Science	134
Group III—In Drawing and Practical Geometry and Geography and simple field measurement	60
Group IV—In Manual Training	200

(11) In order to pass the examination in higher division a candidate must obtain separately—

In written tests—Groups I to III	675
In Manual Training—Group IV	300

99. **Syllabus.**—The syllabus for the School Final Examination (Science side) is as follows:—

(1) *Arithmetic and Algebra.*— One Paper.

As for Matriculation Examination, including, syllabus for additional Mathematics.

(2) *Geometry and Mensuration.*—One Paper.

Geometry.—As for Matriculation Examination, including syllabus for Additional Mathematics.

Mensuration.—As in Part I—Elementary Mensuration for Indian Schools by A. E. Pierpoint.

(3) *Modern English and Vernacular.*—Three Papers.

No fixed text-book, boys to be exercised in translation, retranslation, dictation, Grammar, parsing, etc. They should be required to write short essays on easy subjects and to reproduce in their own words stories which have been read to them. The standard expected is that for the Matriculation Examination.

There will be three papers—

Modern English.—Grammar, Parsing, Essay, and an oral examination.

Vernacular Paper I.—Translation of unseen passages from Bengali to English and English to Bengali.

Vernacular Paper II.—An essay and a set of grammar questions.

(4) *Drawing and Practical Geometry.*—One Paper.

The syllabus prescribed by the Department.

(5) *Elementary Science.*

The syllabus prescribed by the Department.

(6) *Manual Training.*

The syllabus prescribed by the Department.

(7) *Elementary Mechanics.*

As for Matriculation Examination.

(8) *Geography and Simple Land Measurement.*—One paper.

Geography.—As for Matriculation Examination.

Simple Land Measurement.—The measurement of a field or of a group of two or three fields, total area not to exceed ten bighas with the use of chain and offset rods: the calculation of the area of the field.

(9) *Trigonometry.*

Methods of measuring angles by sexagesimal and circular or redian measure, trigonometrical ratios, simple relations between trigonometrical ratios of allied angles and angles of 30°, 45°, 60°, and 90°, relations between the sides and angles of triangles. Solutions of triangles involving angles of 30°, 45°, 60°, and 90°. Simple calculatoins of heights and distances not involving the use of logarithms.

Section IV.—Survey Education.

(*a*) *General.*

100. There are a few survey schools in the province in which instruction is given in surveying, land-measurement and similar subjects. These schools are not under the control of the Education Department. Information in regard to them may be obtained from the Director of Industries.

(b) Pleaders' Survey Examination.

101. This examination, which is conducted by the Pleaders' Survey Examination Board, is under the control of the Judicial Department. The Bengal Engineering College, Sibpur, and the Ahsanullah School of Engineering Dacca, make arrangements for the training of pleaders for the examination.

Section V.—Government Commercial Institute, Calcutta.

(i) General.

102. **Objects.**—The Government Commercial Institute affords a training of a practical character, vocational enough to be deemed technical, and capable of direct application to the trade of the city. It is neither a bunsiness college in which the academic element exceeds the vocational, not a secondary school of commerce ; but a higher school of commerce in which the vocational element predominates in a liberal manner. The subjects taught are approached in an undogmatic way as opposed to the academic methods followed in Arts Colleges and, with this end in view, the teaching work is entrusted to men the majority of whom combine the possession of high University degrees with valuable business experience. Consideration is given to the needs of two distinct classes of young men. The day classes are meant to prepare young aspirants in business, who have just left school, and who can ill-afford to spend more than two years in educating themselves with a view directly to take up work in business houses. The course taught in these classes ends with the Commercial Course Final Examination. The evening classes offer special facilities to those who may have received the necessary preliminary training of the day classes and who wish to improve their efficiency and earning capacity while employed during the day time. They are also meant for the young man who, possessed of a certain amount of general education, has chosen a commercial career and requirees advanced and technical instruction in subjects of particular interest to him to enable him to take the highest professional examinations in Banking and Accountancy.

103. **Control.**—The Government Commercial Institute, Calcutta, is controlled by the Government Commercial Institute Board, consisting of not more than nine members. Its constitution is as follows :—

Two representatives of the Bengal Chamber of Commerce.

One representative of the Bengal National Chamber of Commerce.

The Registrar of Joint Stock Companies, Bengal, *ex-officio*.

The Inspector of Technical and Industrial Institutions, Bengal, *ex-officio*.

The Senior Professor of Economics, Presidency College, *ex-officio*.

The Principal of the Institute—Secretary, *ex-officio*.

Two other members, representative of Indian commercial interests.

(G. O. No. 650T.—G., dated the 8th October 1915.)

104. Appointments to the Board are regulated as follows :—

(*i*) In the event of one or more of the representatives of the Bengal Chamber of Commerce leaving India or resigning, the Secretary of the Board shall at once invite the Bengal Chamber of Commerce to nominate a representative or representatives.

(*ii*) In the event of the resignation of the representative of the Bengal National Chamber of Commerce, or in the event of the his absence from Calcutta for a period exceeding six months, the Secretary of the Board shall at once invite the Bengal National Chamber of Commerce to nominate a representative.

(*iii*) At the first meeting of the Board held after the departure from India, or the resignation, of an ordinary member, the Secretary shall invite the Board to nominate a successor.

(*iv*) The Secretary shall submit the names of all nominees to the Director.

(*v*) The Director shall appoint the members of the Board.

(*vi*) In the event of the office of President of the Board falling vacant the members shall appoint one of their number President.

(G. O. No. 650T.—C., dated the 8th October 1915.)

105. The powers and duties of the Board are as follows :—

(*a*) to examine and pass the accounts of the Institute ;

(*b*) to control the expenditure of all sums of money allotted for the maintenance of the Institute subject to any conditions imposed by Government ;

(*c*) to advise the Director with regard to changes of staff ;

(*d*) to see that the curriculum is suitable for the intended purpose ;

(*e*) to consider and examine all projects for the improvement of the Institute before their submission to the Director ; and

(*f*) to control the annual examinations.

(G. O. No. 650T.—C., dated the 8th October 1915.)

(*ii*) *Day Classes.*

106. **Admission.**—As a rule Matriculates only are eligible for admission to these classes. The rule may be relaxed at the discretion of the Principal in the case of a candidate, who can satisfy him that he has opportunities to enter business immediately after completing the course. As, however, there is no intention to shut out ambitious young men from these classes, the Principal is always prepared to consider any special case on its own merits.

Graduates and undergraduates may be admitted into the second-year class provided they show a sufficient knowledge in Book-keeping.

(G. O. No. 3936, dated the 5th October 1915.)

107. **Course.**—The complete course is one extending over a period of two years, at the end of which students who have worked satisfactorily are allowed to sit for examinations conducted by the Government Commerical Institute Board. A Diploma, signed by the Principal and countersigned by the Secretary, Bengal Chamber of Commerce, and the Director, is granted to each student who passes these examinations.

108. **Session.**—The annual session usually commences about the end of June; and applications for admission are entertained till about three weeks after the publication of the results of the Matriculation Examination of Calcutta University.

109. **Hours.**—Classes are held from 10-30 a.m. to 4 p.m. on week days and up to 1-30 p.m. on Saturdys excepting holidays. The time table is so arranged that no student is allowed to waste any portion of the time during which he is at the Institute. A recess of 50 minutes at midday is allowed for tiffin.

110. **Subjects.**—

(1) *Obligatory.*—(*a*) Modern English, including Commercial correspondence, indexing and precis writing, and methods and machinery of business.

(*b*) Arithmetic of Commerce and the methods of Mental Arithmetic.

(*c*) An Indian vernacular.*

(*d*) Commercial Geography.

(*e*) Book-keeping.

(2) *Optional.*—(*a*) Shorthand.

(*b*) Typewriting.

111. **Fees.**—

Tuition fee, Rs. 5 per mensem, payable in advance.

Admission fee, Rs. 5.

Stationery fee, Re. 1 per annum (Typewriting students only).

Athletic fee, Re. 1 per annum.

Examination fee, Rs. 8. Fee for a special certificate, Rs. 5.

No additional fees are charged for the optional subjects.

Muslim students of the Government Commerical Institute, Calcutta, will be allowed free studentships up to an annual limit of 15 per cent. of their own enrolment both in the Day and in the Evening Classes of the Institute.

(G. O. No. 2175 Edn., dated the 30th June 1937, and No. 2964 Edn., dated the 7th September 1937.)

112. **Examinations.**—The annual examinations are held usually during April and May. Day students are allowed to appear at the Final Examinations on payment of an examination fee of Rs. 8, provided (*i*) their conduct and regularity of attendance have been satisfactory in the opinion of the Principal, and (*ii*) they are recommended by the Lecturers.

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*NOTE.—The Institute provides a thorough training in Bengali. Students taking up any other vernacular are given directions for the examination for which they have to prepare themselves. Anglo-Indian candidates, who have passed the higher standard examination in an Indian vernacular held by the Inspector of European Schools, Bengal, or who have passed the lower standard examination in an Indian vernacular held by the Board of Examiners, will be further examined in the same vernacular in the following manner :—

(1) They will be examined orally to test their command of the vernacular for the ordinary purpose of business.

(2) They will have to translate into English a business letter dictated in the vernacular and will be examined both in the dictation and in the translation.

113. The results are published in the *Calcutta Gazette* generally by the end of the following June.

114. Candidates failing to satisfy the examiners in all subjects are, however, entitled to special certificates in Shorthand, Typewriting and Book-keeping in which they may have satisfied the examiners, on the payment of a fee of Rs. 5.

115. Except for very strong reasons duplicates of diplomas and certificates will not be issued.

116. **Prizes and Scholarships.**—Three scholarships are annually offered, immediately after admission to the first-year class, of the value of Rs. 12 per mensem each, tenable for one year, and awarded to the three students of the class who have obtained the highest marks in English at the Matriculation Examination.

(G. O. No. 3872, dated the 10th October 1914.)

117. Three scholarships of Rs. 20 per mensem each are awarded to the three best students at the Annual Examination held at the end of the first year's course and are tenable for one year.

(G. O. No. 3872, dated the 10th October 1914.)

118. Holders of Junior and Senior scholarships at the Matriculation and Intermediate Examinations respectively, are not eligible for these scholarships. The best three students at the Final Examination are awarded prizes of Rs. 75, Rs. 50 and Rs. 50, respectively, offered by the Bengal Chamber of Commerce and the Bengal National Chamber of Commerce. A further sum of Rs. 50 is offered by Government for distribution among three students distinguishing themselves in special subjects. The Remington Typewriter Company annually presents one gold and two silver medals to the best three students in Typewriting at the Special Examinations.

(iii) *Evening Classes.*

119. **Admissions.**—Any person engaged in business in any way, whether as an apprentice, or clerk, assistant or partner, may be admitted to these classes. They are also open to other persons if they have passed the Matriculation Examination of an Indian University or any examination regarded as equivalent thereto by the Government Commercial Institute Board.

120. **Session.**—The annual session usually commences about the end of June and applications for admission are entertained till about three weeks after the publication of the results of the Matriculation Examination of Calcutta University.

A special session, however, commences in December for speed classes in Shorthand and Typewriting only.

121. **Time.**—The time of holding these classes are fixed in accordance with the requirements and convenience of the majority of students comprising a class, the available hours being between 5 p.m. and 8 p.m.

Subjects.

(1) Modern English.

(2) Economics and Economic Geography.

(3) Banking and Currency, including Foreign Exchange.

(4) Annuities and Insurance.

(5) Book-keeping.

(6) Accountancy and Auditing.

(7) Mercantile Law.

(8) Book-keeping (Advanced).

(9) Shorthand, Theory and Speed.

(10) Typewriting.

122. **Fees.**—Tuition fee, Rs. 3 per mensem for each subject; Rs. 4 per mensem for any two subjects; Rs. 6 per mensem for any three subjects.

Athletic fee, Re. 1 per annum.

Stationery fee, Re. 1 per annum (Typewriting students only).

All fees are payable in advance.

Muslim students of the Government Commercial Institute, Calcutta, will be allowed free studentships up to an annual limit of 15 per cent. of their own enrolment both in the Day and in the Evening Classes of the Institute.

(G. O. No. 2175 Edn., dated the 30th June 1937, and No. 2964 Edn., dated the 7th September 1937.)

NOTE.—For the purpose of fees, *Accountancy and Auditing* will count as two subjects.

123. **Examination fees, etc.**—Special examinations are held, usually during April and May, of each year and may be arranged in all subjects, excepting Nos. (6) and (7) the examination in which is held by the Accountancy Diploma Board, Bombay, and the fee for which is Rs. 50. The fee for each of the other subjects is Rs. 5.

124. Students of the evening classes of this Institute and of the institutions affiliated to the Institute Board are eligible to sit at the special examinations in subjects from (1) to (5) and (8) to (10). Bona fide private candidates may also be admitted to these examinations with the Principal's permission, on payment of the usual fee.

125. Results of the Special Examinations are published in the *Calcutta Gazette*, usually by the end of the following June.

126. Except for very strong reasons duplicate certificates will not be issued.

NOTE.—(I) There is no admission fee. Fees for the combination of subjects (6) and (7) have been specially fixed. Students of this class (the Government Diploma in Accountancy class) have also to attend a class in Book-keeping for which no extra fee has to be paid. The combination fee is Rs. 144, for the full course of two years payable in advance in four half-yearly instalments of Rs. 36 each, in the case of ordinary students; and Rs. 72 for a course of one year in the second-year class only in two half-yearly instalments of Rs. 36 each, in the case of those who are practising as Auditors and hold a provisional license granted by Government.

(II) The examinations of the London Institute of Bankers are open only to Bank officers. One may, however, save some time by joining the classes at this Institute, while seeking for an apprenticeship at a recognized bank. Detailed information about these examinations can be obtained on application to the Secretary, Institute of Bankers, 5, Bishop gate, London, E.C.

(III) A permanent Auditor's certificate is not granted on the result only of the examinations of the Accountancy Diploma Board, Bombay. The authorities have to be satisfied that the candidate has attended lectures for two years in a recognized institution in addition to three years of articles with a recognized Public Auditor. Further detailed information can be had on application to the Principal of the Institute.

127. **Prizes.**—Prizes of Rs. 50 each are offered by the Bengal Chamber of Commerce to the best candidates from the evening classes in each of the subjects (1) to (4), (7), (8) and (9) (Shorthand Speed). One gold medal and two silver medals are offered by the Remington Typewriter Company to the best three students of the Day and Evening classes in Typewriting Examination.

(*iv*) *Miscellaneous.*

128. **Holidays.**—The number of holidays in a year for the Institute has been fixed at 102, including the King Emperors' Birthday and Darbar Day, but exoluding Sundays.

(Director of Public Instruction's Circular No. 8, dated the 21st January 1914.)

129. **Affiliated institutions.**—The Principal, Government Commercial Institute, Calcutta, maintains a list of the institutions affiliated to it.

130. **Rules of affiliation.**—The rules for affiliation to the Government Commercial Institute, Calcutta, are as follows :—

(1) Commercial schools and the Commercial classes of other schools recognized by Government may be affiliated to the Government Commercial Institute in the subjects that constitute the course for the Final Examination of the Government Commercial Institute, or in any of the subjects in which Special Examinations are held.

(2) The privilege of affiliation may be conferred by the Director of Public Instruction, Bengal, on the recommendation of the Government Commercial Institute Board.

(3) All applications for affiliation must be addressed to the Secretary, Government Commercial Institute Board.

(4) A school applying for affiliation shall satisfy the Government Commercial Institute Board :—

(*a*) that the qualifications of the teaching staff, and the conditions governing their appointment and tenure of office, are such as to make due provision for the courses of instruction to be undertaken by the school ;

(*b*) that the buildings in which the school is to be accommodated are suitable, and that provision has been made for necessary equipment ;

(*c*) that the financial position of the school is such as to secure its continued maintenance ;

(*d*) that the affiliation of the school, having regard to the provision made for students by other schools in the same neighbourhood, will not be injurious to the interests of education or discipline ;

(*e*) that the school rules fixing the fees to be paid have not been so framed as to involve such competition with any existing scool in the same neighbourhood as would be injurious to the interests of education ;

(*f*) that, after the school is affiliated, any transference of management and all changes in the teaching staff shall be forthwith reported to the Government Commercial Institute Board.

(5) On receipt of a letter of application the Board shall :—

(*a*) direct a local inquiry to be made by a competent person authorised by the Board in this behalf;

(*b*) satisfy themselves that there is in the school buildings adequate accommodation both as regards the number of class rooms, and the floor space and cubic space in each class-room;

(*c*) make such further inquiry as may appear to be necessary.

And the Board shall, after such further inquiry, if any, record their opinion on the matter.

(6) The Secretary of the Government Commercial Institute Board shall, if so instructed by the Board, submit the application and proceedings of the Government Commercial Institute Board relating thereto to the Director of Public Instruction for his orders.

(7) When the application or any part thereof is granted, the order of the Director of Public Instruction will specify the course or courses of instruction in respect of which the school is affiliated.

(8) An application for affiliation may be withdrawn at any time.

(9) Where a school desires to add to the course or courses of instruction in respect of which it is affiliated the procedure prescribed by Regulations 4, and 5 shall, as far as possible, be follows.

(10) As a condition of the continuance of affiliation, each affiliated school shall be inspected from time to time as may be ordered by the Board.

(11) The Board may call upon any school so inspected to take, within a specified period, such action as may appear to them to be necessary in respect of any matters referred to in Regulation 4.

(12) The Director of Public Instruction may, on the recommendation of the Government Commercial Institute Board, withdraw the privilege of affiliation from any school.

Before the Board recommend the withdrawal of the privilege of affialiation, the Secretary of the Board shall write to the school and intimate that the Board propose to recommend the withdrawal of affiliation and state the grounds on which their recommendation will be based, and shall specify a period within which a representation may be made on behalf of the school if desired. The Board shall forward to the Director of Public Instruction, with their recommendation for withdrawal of affiliation, any representation received from the school in reply to the intimation of proposed withdrawal.

In cases in which, by an order made under regulation (12) the rights conferred by affiliation are withdrawn, in whole or in part, the ground for such withdrawal shall be stated in the order.

(13) Each affiliated school shall furnish such returns, reports, and other information as the Board from time to time require to enable them to judge of the efficiency of the school.

Section VI.—Government School of Art, Calcutta.

131. **Object.**—The Government School of Art, Calcutta, was established in 1865. The object of the school is to teach the Fine Arts, the Decorative Arts and Crafts, to provide instruction in Drawing and Painting suitable for trades, and to train Drawing Masters for Schools and Colleges. Its general aim

is to assist the student to understand what is good in Art, to imbibe the true artistic spirit, and specially to enable him to appreciate the artistic productions of his own country.

132. The school is conducted by the Principal with the help of a Governing Body appointed by Government.

The Governing Body has the following powers and functions :—

(*a*) To examine and pass the accounts of the school.

(*b*) To control the expenditure of all sums of money allotted for the maintenance of the school subject to any conditions imposed by Government.

(*c*) To advise the Director of Public Instruction with regard to changes of staff.

(*d*) To see that the curriculum is suitable fos its intended purposes.

(*e*) To consider and examine all projects for the improvement of the school before their submission to the Director of Public Instruction.

(*f*) To promote the interests of passed students with a view to enabling them to proceed to higher work or helping them to secure employment.

(*g*) To control the annual and final examinations.

(*h*) To deal with any questions referred to them by the Director of Public Instruction.

(*i*) To exercise such additional functions as may from time to time be assigned to them by Government.

(G. O. No. 904T.—Edn., dated the 18th June 1927.)

133. **Courses of study.**—The school is divided into six departments :—

(1) Elementary Department.

(2) Industrial Arts Department having the following sections :—

(*a*) Decorating and Stencilling ;

(*b*) Lithography ;

(*c*) Wood-carving ;

(*d*) Wood-engraving ;

(*e*) Clay-modelling ;

(*f*) Papier-Mache and "Gesso "; and

(*g*) Book illustrating.

(3) Draftsman's Department.

(4) Teachers' Department.

(5) Fine Arts Department.

(6) Commercial Art Department (added temporarily in 1925-26).

A student should ordinarily join the Elementary Department and work there for two years. Having successfully passed through this stage, he may join any of the other five departments in each of which the course of study extends over a period of three years.

134. **Session.**—The school session commences about the end of June.

135. **Hours of attendance.**—The hours of attendance in all the classes are from 10-30 a.m. to 4 p.m., except on Saturdays when the school closes at 1-30 p.m. There are the Summer and Puja vacations and the usual religious holidays. The total number of holidays, excluding Sundays in a year is 102 days including the King-Emperor's Birthday and Durbar Day.

136. **Fees.**—The following scales of monthly fees are charged :—

	Rs.
Elementary Department	3
Industrial Arts Department	3
Draftsman's Department	5
Teachers' Department	5
Fine Arts Department	5
Commercial Art Department	5

The admission fee is equal to one month's fee of the class.

137. **Conditions of admission.**—Applications for admission should be made to the Principal on or before the 15th June on a form which may be obtained free from the school.

No admission for the year will be made except at the beginning of the session.

Candidates are required to submit with the application for admission evidences of an aptitude for drawing and painting.

The candidates must not ordinarily be more than 18 years nor below 15 years of age and must have passed the Matriculation Examination or an examination equivalent to it, or at least have studied up to the Matriculation class of a recognised school.

Every selected candidate before admission will be required to interview the Principal and also to pass a test examination in Drawing.

In case of exceptional ability, or of previous training an applicant may be permitted to join a higher class of the school omitting the Elementary Department.

Every student is required to deposit Rs. 10 as caution money for the use of the articles belonging to the institution.

138. **Scholarships, stipends, free-studentships, and concessions in fees.**—A maximum number of 12 per cent. of the total number of students are allowed to read without the payment of school fees. A similar number of students are also allowed to read on payment of reduced fees; for a fee of Rs. 3 per month the reduced fee is Rs. 2, and for a fee of Rs. 5 per month the reduced fee is Rs. 3-8. These are granted by the Principal. For scholarship-holders the tuition fee is Rs. 2 per month.

School scholarships to the total amount of Rs. 75 per month are awarded by the Principal mainly on the results of the annual examinations.

A few special stipends are awarded annually by the Director of Public Instruction to deserving students who are unable to meet the full expenses of their education.

Holders of free and half-free studentships belonging to the Province of Bengal are supplied free with drawing materials.

(G. O. No. 312T.—Edn., dated the 9th May 1927.)

Every effort is made to enable deserving students to obtain subsistence allowance from different communities, institutions, District and Local Bodies,

and other authorities who may be sufficiently interested in the welfare of the students, to entertain the sanction of small sums of money necessary for them to carry on their studies in the school.

139. **Examinations, prizes and certificates.**—There are two terminal examinations, one before the Puja vacation and the other before the Christmas holidays, and an annual examination at the close of the session.

Students will be promoted to higher classes only on the results of the examinations.

Prizes are awarded on the results of the annual examinations and of the year's work.

Money prizes are also awarded for good work done during the holidays and vacations.

A certificate is granted to the student who satisfactorily completes the course and passes the Final Examination of his department of studies. A certificate may, in special cases, be granted to a student who has partially completed his course.

140. **Library.**—A student desiring to take books out of the library should make a deposit of Rs. 5 as caution money.

The following classes of books are to be consulted in the library itself and are not permitted to be taken away :—

(*a*) Dictionaries and Encyclopædia.

(*b*) Rare books on Art.

(*c*) Books of special reference.

(*d*) Magazines and periodicals.

Only one book is issued at a time to a student, and it must be returned within one week from the date of issue.

Students desiring the use of books during vacations may, in special cases, obtain them on application to the Principal.

141. **Garden.**—Within the precincts of the school is a garden specially adapted for the use of the students. Every facility is given to the students to study plant forms and foliage in connection with drawing, painting and design. Much of the garden is suitable for back grounds ; and there are also places which allow opportunities for practice in landscape.

142. **Museum and Zoo.**—The school building is contiguous to the Art Section of the Indian Museum which contains a very valuable and comprehensive collection of Indian Art. The Museum has one day every week for "students only" and arrangements are made for those attending the school to make studies on these occasions for the various specimens displayed in the Museum. Examples of Art are also lent by the Museum to the school for the guidance of the students.

Facility is also offered to the students for studying live animals in the Zoological Gardens by issuing free passes for the same.

143. **Hostel.**—There is a Hostel with limited accommodation, for Hindu students, attached to the school.

Students who do not live in the school Hostel must live with their parents, or with guardians nominated by the parents and accepted by the Principal as persons of sufficient age and responsibility to be entrusted with such guardianship.

The seat rent in the Hostel is Rs. 4-4 per month. The messing charges amount to about Rs. 13 per month.

A Mess Committee consisting of the Hostel Superintendent and some of the boarders conduct the messing arrangements.

Each boarder must provide his own bedding and utensils.

Each boarder must deposit a security money of Rs. 10 against his messing charges.

There is a doctor attached to the Hostel who attends daily. Boarders are required to pay for their own medicines. Cases of serious illness will, on the advice of the Hostel doctor, be removed to hospital.

(G. O. No. 2769Edn., dated the 8th October 1925.)

144. **School Prospectus.**—Detailed rules and particulars in respect of of the School and Hostel and of the courses of study will be found in the School Prospectus which may be obtained free on application to the Principal.

Section VII.—Training Colleges, Schools, Classes and Examination for Teachers.

(*i*) Colleges and classes for men and women.

145. There are two Government Colleges for the higher training of teachers, namely :—

(1) The David Hare Training College, Calcutta, and

(2) The Teachers' Training College, Dacca.

146. The former began working in July 1908 and the latter in July, 1910. Both prepare students for the B. T. degree and for the Licentiate in Teaching. The David Hare Training College is affiliated to the University of Calcutta and the Teachers' Training College is academically, a part of Dacca University. The latter also admits research students for the degree of Master of Teaching.

147. There are also training classes for women teachers in the Diocesan College and in Loreto House, both in Calcutta. They are affiliated to the Calcutta University up to the L.T. and B.T. standards.

148. The prospectuses of the two Government Colleges for men may be had on application to the respective Principals.

149. **Governing Body.**—The David Hare Training College, Calcutta, and the Teachers' Training College, Dacca, are each managed by a Governing Body constituted from year to year and of which the Principal of the college in each case is the Secretary *ex-officio*. The Principal of the Presidency College presides in Calcutta, and the Divisional Commissioner in Dacca. The functions of the Governing Body are the same as those of the Governing Bodies of Government Arts Colleges (*vide* Chapter III).

150. **Recruitment of students.**—The arrangements for the recruitment of students to the Training Colleges are as shown in the following table. The Thirty-three per cent. of the total number of seats in the David Hare Training College, Calcutta, are reserved for Muhammadans on the condition that, if applications from suitable Muhammadans for all the reserved seats have not been received by the Principal of the college by the date fixed, the remaining seats shall be filled up by him with other candidates with the approval of the Director. No seats are specifically reserved for Muhammadans in the Teachers' Training College, Dacca. Ordinarily more than one-third of the seats are filled by Muhammadans in both the Colleges.

Class	Number of admissions to the	
	David Hare Training College, Calcutta.	Teachers' Training College, Dacca.
(1) Government servants	5	6
(2) Stipendiary students	30	16
(3) Aided-school teachers	25	30
(4) Non-stipendiary students	..	9
(5) Assam students	..	19
Total ..	60	80

Note.—The Director considers annually, in consultation with the Board of Intermediate and Secondary Education, Dacca, the reservation of a certain number of places for the training of teachers of High Schools and Senior Madrasahs under the jurisdiction of the Board, in the Teachers' Training College, Dacca.

151. **Honoraria.**—At the David Hare Training College the ordinary practice teaching work is carried on in certain Government and non-Government High Schools in Calcutta. The teachers of the Government institutions where the work is done are not paid any honoraria for it. A total honorarium of Rs. 500 is sanctioned for non-Government institutions whose teachers assist the Principal of the College in the conduct of the work. The Principal draws the sum and pays it to the heads of non-Government institutions for distributions among the teachers concerned, the amount varying according to the actual practising work done in each school.

(G. O. No. 1096 Edn., dated the 24th March 1934.)

152. A similar arrangement is in force in respect of the practice teaching work of the Teachers' Training College, Dacca, where, however, the honorarium distributed amounts to Rs. 1,000.

(G. O. No. 1096Edn., dated the 24th March 1934.)

153. **Leave.**—The following rules regulate the grant of leave to students under training at the David Hare Training College, Calcutta, and the Teachers' Training College, Dacca, and were brought into force from the 1st July 1927 in supersession of all previous rules on the subject :—

(i) Casual leave on full stipend or allowance may be granted for a maximum period of ten days in a session.

(ii) In addition to casual leave, leave on half stipend or allowance may be granted on medical certificate for a maximum period of fifteen days in a session.

(*iii*) **In addition to leave with allowance, leave without stipend or allowance may be granted on medical certificate or on urgent private affairs for a maximum period of fifteen days in a session.**

(*iv*) Absence beyond forty days in a session shall entail forfeiture of stipend or allowance.

(Director of Public Instruction's order No. 3332-3333G., dated the 25th March 1927.)

(*ii*) FIRST-GRADE TRAINING SCHOOLS AND NORMAL SCHOOLS.

154. **First-grade Training Schools and Normal Schools.**—These schools, known as First-grade Training schools in Western Bengal and as Normal schools in Eastern Bengal, are intended to train teachers for the lower classes of High schools, for Middle schools and for Guru-training schools. There is one such school in each Division under the management of Government.

155. **System of training.**—There are two systems of Training schools in the eastern and western parts of Bengal, the differentiation between them being shown in the following rules. The Normal schools are located at Dacca, Chittagong and Rangpur and the First-grade Training schools at Calcutta and Hooghly.

156. **Duration of Course.**—In Western Bengal the course is spread over three years and in Eastern Bengal it extends to two years.

157. **Admission (West Bengal.)**—Candidates desirous of seeking admission to the Training schools in Western Bengal are required to appear for an interview before the Headmaster of the school concerned, so that the latter may judge of their physical fitness to enter upon the profession of a teacher, and Headmasters are empowered to reject candidates who appear to suffer from any physical disability. Whenever any such rejection is made, the Headmaster must submit a full report of the case to the Divisional Inspector to whom the rejected candidate may also appeal. An examination of candidates regarded as suitable by the Headmaster shall thereafter take place, the subjects included in it being such as are common to the Middle Vernacular and Middle English scholarship examinations.

158. **Admission (East Bengal).**—Admission to the Normal schools in Eastern Bengal are confined to (*a*) existing teachers and (*b*) new candidates, and no teacher or candidate may be admitted who has not successfully completed the Middle Vernacular course or who has not reached an equivalent stage in his studies. An existing teacher is one, who during the three years immediately preceding his admission to a Normal school, has served not less than two years in a school recognized by the Department. He must not be less than eighteen nor more than thirty years of age on the day of his admission. New candidates must not be less than sixteen nor more than twenty-two years of age.

159. **Additional rules governing admission in Eastern Bengal.**—Every applicant for admission to the Normal schools in Eastern Bengal shall be required to apply direct to the District Inspector of Schools not later than the 1st November of each year. His certificates must be submitted as follows—

(*i*) If he obtained the Middle Vernacular certificate in a previous year, it should be enclosed with his application.

(*ii*) If he expects to receive a leaving certificate in the ensuing December, he should add a statement from the Headmaster of his school to the effect that this is probable, and the District Inspector should notify the Superintendent, through the Inspector, as soon as the certificate has been awarded.

(*iii*) If he is acting as a teacher and does not possess the Middle Vernacular or a higher certificate he must enclose a certificate from an educational officer not lower in rank than a District Inspector, who last inspected his school, testifying to his fitness, both in character and attainments, to enter the Normal school.

(*iv*) He must at the same time forward a certificate of character signed by some person or persons of whose respectability the District Inspector is assured.

(*v*) The District Inspector shall carefully scrutinize the applications and forward his recommendations to the Inspector of Schools on the prescribed form not later than the 1st December.

(*vi*) The Divisional Inspector of Schools shall, not later than the 21st December in each year, select from the lists submitted by the District Inspectors a final list of candidates, basing his selection primarily on the qualifications of the candidates and secondarily on the comparative need of each district or subdivision for trained teachers, and maintaining as far as possible in each list a proportion of fifty per cent. of new candidates to the total number of selected applicants. The final list should not exceed by more than one-third the probable number of stipends available.

(*vii*) The Divisional Inspector shall forward the final list to the Superintendent of the school and send a copy thereof to each District Inspector, and he shall at the same time notify each candidate selected provisionally for admission, instructing him to join the school as early in January as possible. To all new candidates provisionally selected for stipends, the Inspector shall forward the prescribed printed forms of agreement and security bond (see rule 188) binding the candidates to serve in the Education Department for two years, if called upon to do so. Failure to pass the school examination need not by itself entail a refund of the stipends received.

(*viii*) The Superintendent of the school shall provisionally admit the candidates as soon as they present themselves for admission. Towards the close of January, on dates fixed after consultation with the Inspector, he shall hold an admission test, which shall be partly oral. An Additional or District Inspector of Schools will be present during the last day of the test to inspect the candidates and settle doubtful cases. Special attention will be paid to dictation, composition and arithmetic.

(*ix*) Non-stipendiary students who wish to undergo the course may be admitted, subject to the discretion of the Superintendent, without payment of fees, but are subject to the admission test and other regulations relating to stipendiary students.

160. **Session.**—The school year in Western Bengal is the same as the calendar year. New students can be admitted up to the 1st February by the Headmaster and from that date up to the last date of February by Inspectors.

161. In Eastern Bengal the school year runs fron 1st February to 31st January. This does not prevent admission during January in each year.

162. **Stipends.**—Three hundred and eighty-one stipends of Rs. 10 a month each are available for students (not being Government or Board school teachers or not being teachers in aided schools), the distribution of them among the various training schools being as follows:—

Calcutta	75
Hooghly	75
Dacca	85
Chittagong	86
Rangpur	60

(G. O. No. 3379Edn., dated the 18th November 1925.)

163. The allotment of stipends to the Normal schools in Eastern Bengal rests with the Director, who is from time to time required to reserve a suitable proportion of them for candidates of different creeds.

164. In Western Bengal the stipends are awarded upon the results of the examination of candidates seeking admission into the Training schools in that part of the province; in Eastern Bengal, candidates who passed the admission test are formally enrolled from the 1st February, but receive no stipends till their agreements or security bonds have been executed and found in order by the Inspector, to whom they are forwarded as they arrive, being then returned to the Superintendent for safe custody. On executing his agreement, a student receives his stipend from the date of his provisional admission. Agreements have also to be executed by the stipendiaries in Western Bengal.

165. The emoluments of Government and Board school teachers and of of teachers in aided schools are regulated as follows during the period that they are students-in-training, whether in Eastern or Western Bengal :—

(*i*) *Government school teachers.*—Teachers in Government schools and members of the subordinate inspecting staff while under training are allowed, but in no case as a matter of right, to draw full pay and are treated as on duty under Fundamental Rule 9 (*6*) (*i*) and Subsidiary Rule 18 and G. O. No. 423T.—Edn. of the 22nd June 1917.

(*ii*) *Board school teachers.*—Half-pay *plus* an allowance equal to one-ourth of their pay.

(*iii*) *Aided school teachers.*—A sum not less than three-fourths of the teacher's salary, Government providing the school with an extra grant equivalent to one-half of the salary for the employment of a suitable substitute.

166. **Examinations in Western Bengal.**—Examinations are held at the completion of the course both in the First-grade Training schools of Western Bengal and in the Normal schools of Eastern Bengal. In the former they, are known as the First and Second Departmental Examinations of First-grade Training schools and are held during December of each year in the Training schools at Calcutta and Hooghly.

167. The following classes of candidates are eligible for the First Departmental Examinations:—

(*i*) Students of the second-year class of First-grade Training schools.

(*ii*) *Bona fide* teachers who failed to satisfy the examiners at a previous First Departmental Examination.

(*iii*) ***Bona fide*** **teachers holding Second-grade Vernacular Mastership certificates.**

(*iv*) ***Bona fide*** **teachers who, having passed either (*a*) the Primary Final examination or (*b*) a Public examination of the Middle Vernacular standard or (*c*) some higher examination, have also passed the final examination of a Guru-training school conducted on a Middle Vernacular basis, and have thereafter served as teachers for at least one year.**

(*v*) ***Bona fide*** **teachers who have not passed any of the examinations referred to above in (*iv*) (*a*), (*b*) and (*c*), but have passed the final examination of a Guru-training school conducted on a Middle Vernacular basis, after going through the prescribed term of training as regular students of such schools, and have thereafter worked as teachers for at least three years.**

168. The following classes of candidates are eligible for the Second Departmental Examination:—

(*i*) Students of the third-year class of First-grade Training schools.

(*ii*) ***Bona fide*** teachers who have passed the First Departmental Examination and have worked as teachers for one year since passing it.

(*iii*) ***Bona fide*** teachers who hold Second-grade certificates earned prior to 1902.

169. Teachers holding First-grade or Second-grade Vernacular Mastership certificates under the old system prior to 1902 may be examined in any or all of the following groups or subjects of the Second or First Departmental Examination, respectively, under the new system:—

(*a*) Elementary Science.

(*b*) Practical Geometry and Drawing.

(*c*) The Art of Teaching.

(*d*) Manual Work and Drill.

(*e*) English—"Direct Method of Teaching English."

170. Candidates who are not students of a Government First-grade Training school are required to send by the 30th September a written application for admission to the examination, together with a fee of one rupee, to the Headmaster of the school at which they elect to be examined. Full information will be furnished by the Headmaster of the school on application.

171. Complete lists of candidates for examination should be forwarded by Headmasters of Training schools to the Principal of the David Hare Training College. The fees received from candidates must be deposited in the local treasury, and the chalans sent to the Principal's office along with the lists of candidates.

172. **The examinations will be partly written and partly *viva voce* or practical.**

173. The written examinations will be conducted in the following order:—

		Marks.
First day—		
Arithmetic and Algebra	10 a.m. to 1 p.m.	50
History	1-30 p.m. to 4-30 p.m.	50
Second day—		
Geometry, Mensuration and Surveying	10 a.m. to 1 p.m.	50
Geography	1-30 p.m. to 4-30 p.m.	40
Third day—		
Principles of Teaching	10 a.m. to 1 p.m.	100,75*
(Second paper for Second Departmental Examination only)	1-30 p.m. to 4-30 p.m.	75
Fourth day—		
Bengali literature	10 a.m. to 1 p.m.	50
Bengali grammar, composition and essay	1-30 p.m. to 4-30 p.m.	50
Fifth day—		
Sanskrit	10 a.m. to 1 p.m.	50
Elementary Science	1-30 p.m. to 4-30 p.m.	50
Sixth day—		
Drawing and Practical Geometry	10 a.m. to 1 p.m.	75

174. Besides written examinations in the subjects specified above, candidates will be subjected to practical examinations in the following subjects, marks being awarded to them after an examination of their capacities in instructing students of the Model schools attached to the Training schools. The dates upon which these examinations will be conducted will be settled by the Principal, David Hare Training College, in consultation with the Head masters of each First-grade Training school concerned:—

	Marks.
(1) Practice of teaching	150
(2) Drill (Sharp's book, the whole)	50
(3) Manual work (optional)—	
(*a*) Paper folding	25
(*b*) Palm-leaf work	
(*c*) Clay-modelling	
(*d*) String work	

*100 for the First Departmental Examination ; 75 for the first paper for the Second Examination.

175. The examinations in English conducted by the Headmasters of the Training schools are oral and very elementary and are held on dates fixed by them.

176. **In order to pass, candidates will be required to obtain 33 per cent. of the total marks allotted to each of the following groups with a minimum of 25 per cent. in each paper:—**

I.—Bengali literature, composition, grammar and essay, and Sanskrit.
II.—Mathematics.
III.—Principles and practice of teaching.
IV.—History, Geography and Science.
V.—Drawing and Practical Geometry.
VI.—Drill.
VII.—Manual work.
VIII.—English.

177. Successful candidates are arranged in three divisions. Those who obtain 60 per cent. of the total marks are classed High; those who obtain 45 per cent., but less than 60 per cent., of the total marks are classed Medium, and those who obtain less than 45 per cent. are classed Low.

178. The names of successful candidates are published in the *Calcutta Gazette*.

179. A certificate is awarded to candidates passing the First examination. A candidate passing the Second examination will first receive a provisional certificate. This certificate will be commuted into a permanent one as soon as its holder has completed at least one year's teaching in a public school, provided that his work during that period has been favourably reported on by the Inspector of the Division in which the school is situated. The certificates of the First examination shall be signed by the Headmaster of the Training school and countersigned by the Inspector. Provisional certificates shall be signed by the Headmaster and by the Inspector, but on being commuted into permanent certificates, they shall be countersigned by the Director of Public Instruction.

180. Duplicate copies of certificates may be obtained on payment of a fee of one rupee. No duplicate will be granted unless the Inspector is satisfied that the original has been destroyed.

(G. O. No. 743, dated the 23rd March 1916.)

181. **Examinations in Eastern Bengal.**—In Eastern Bengal the final examination is held after the completion of a two years' course. Candidates failing at the promotion examination at the end of the first year may not have their stipends renewed unless such failure is due to exceptional causes, e.g., illness.

182. Admission to the examinations will be determined by the Headmaster who will withhold leave to appear at it in the case of pupils who have either failed to attend 75 per cent. of the total lectures or practical lessons or whose conduct has been unsatisfactory. Private candidates will not be admitted. Failed students of Normal and Guru-training schools may be permitted to sit for the examination as private candidates a second time within two years from the date of their failure provided that those who have failed in the practical, or in both theoretical and practical parts of the examination, have served continuously for at least six months in a recognised school as teachers and are certified by the District Inspector of Schools to be satisfactory teachers.

The condition of continuous teaching for at least six months shall not apply to those who have passed in the practical part of the Examination and propose to take only the theoretical part of the Examination again.

183. The examinations will be controlled by the Principal of the Teachers' Training College, Dacca, and will be held during December of each year.

184. The maximum marks allotted will be as follows :—

	Marks.
I.—General knowledge—	
(*a*) Text-books and Composition	100
(*b*) Mathematics	50
(*c*) History and Geography	100
(*d*) Drawing, including memory map drawing	50
II.—Class Subjects (Method)—	
(*a*) Reading and explanation of vernacular text-books, oral	50
(*b*) General Methods (one paper)	100
(*c*) Delivery of model lessons and writing of notes on a subject chosen by the Inspector	50
(*d*) Blackboard drawing and framing of time-tables	25
III.—Method (theoretical)—	
One paper	100
IV.—Practical Training—	
Delivery of lesson on a subject selected by the Inspector, oral	100
Physical training	50
Making of raised maps, etc.	25
Total ..	800

185. Pupils securing 50 per cent. marks in each paper and 60 per cent. in the aggregate will qualify for a first-grade Middle Vernacular Teachers' Certificate (provided the candidates have passed the Middle Vernacular Examination) and 40 per cent. in each paper, and 45 per cent. in the aggregate, will qualify for a second-grade Middle Vernacular Teachers' Certificate. A first-grade certificate qualifies the holder for the post of Headmaster in a Middle Vernacular school or to be employed as a Vernacular Master in a High school or Middle English school. A second-grade certificate qualifies the the holder for the post of assistant teacher in a Middle Vernacular school.

186. **Maps, etc.**—Every pupil should, during his training, make a raised map of India or of Bengal, and a series of maps, including the school-house and compound, the district, the province, and India ; and each pupil shall likewise make a globe. This should be taken to the schools to which the successful candidates are subsequently posted.

187. **Register of students.**—A register shall be maintained in each Normal school showing the career of each passed student of the school for at least five years after he leaves the institution. The Headmaster should make careful enquiries with a view to filling this register, and it should be annually submitted to the Inspector on the 1st April for persual and verification.

188. **Agreements.**—All students, whether of the First-grade Training schools in Western Bengal or of the Normal schools in Eastern Bengal, are required to sign an agreement and to furnish a surety for the due performance of the agreement in the following forms:—

Form of Agreement.

"I having been admitted as a stipendiary student in to the..... .....do hereby bind myself, in consideration of such admission and of the due payment of my stipend, to remain in the institution for a period of at least-years and whilst under training therein, to abide by the rules from time to time prescribed for the conduct of its students and also to serve as a teacher in any district of the province for a period of at least two years after the completion of my training in the above institution.

2. I also bind myself, in the event of my failing to fulfil any of the above conditions, to refund to Government such amount as may have been drawn by me, in the shape of stipend, during the period of my training."

Signature and address of student.

Dated 19.

Form of Security Bond.

"Whereas , son of , has been admitted as a student into the on a stipend of Rs. per month to be paid to the said by the Government of Bengal on behalf of the Secretary of State for India in Council, and whereas it is necessary to secure that the said will complete the prescribed course of study in the said , will abide by the rules laid down for the conduct of its students and will, at the completion of his course of study and training therein, serve as a teacher or as an inspecting officer in the Province of Bengal under the orders of the Director of Public Instruction, Bengal, for at least two years.

(2) Now, therefore, be it known that I *of am bound, and do hereby bind myself to the said Secretary of State for India in Council, in the sum of Rs. † to be paid to the said Secretary of State for India in Council, his successors or assigns, or his or their attorney or attorneys for which payment, well and truly to be made, I bind myself, my heirs and executors and representatives. The condition of this obligation is that if the said more shall complete the prescribed course of study in the said training class, shall abide by the rules from time to time laid down for the conduct of its students and shall at the completion of his course of study and training therein, serve as a teacher or as

*Father of the candidate, or whatever the relationship may be; if no relation, the friend and well-wisher of the candidate.

†Here put down the maximum estimated amount of expenditure likely to be incurred in the normal training of the candidate.

an inspecting officer in the Province of Bengal, under the orders of the Director of Public Instruction, Bengal, for at least two years then, the above written obligation shall be void and of no effect, but otherwise it shall remain in full force.

Father or guardian or other giver of security.

Witness (1)

Witness (2)

Dated 19 .

189. **Holidays.**—The prescribed number of holidays for the First-grade Training schools and Normal schools is 85 days in each year, exclusive of Sundays and, under the orders of Government, is distributed as follows :—

(G. O. No. 842Edn., dated the 9th March 1923.)

	Number of days.
(1) Summer Vacation	26
(2) Christmas holidays, New Year's Day, Good Friday and Easter holidays ..	11
(3) King-Emperor's birthday	1
(4) Darbar day	1
(5) Durga, Lakshmi and Kali Pujas	27
*(6) Other Hindu festivals	7
†(7) Muhammadan festivals	12

***Hindu festivals.**

(*a*) Sripanchami	2
(*b*) Doljatra	1
(*c*) Chaitra Sankranti	1
(*d*) Janmastami	1
(*e*) Jagadhatri Puja	2

†Muhammadan festivals.

(*a*) Shab-i-barat	1
(*b*) Id-ul-Fitr	2
(*c*) Id-uz-zoha	2
(*d*) Mohurrum	5
(*e*) Akhiri Chahar Shumba	1
(*f*) Fatiha Doazdahum	1
	12

(iii) Guru-training and Muallim-training Schools.

190. **Objects and classifications.**—These schools, nearly all of which are Government institutions, are intended to train vernacular teachers for Primary schools, the *Muallim* schools especially for *Maktabs*. They are at present of two types, old and improved, the policy being to repalce gradually the former by the latter. The two types differ mainly in the buildings which house them, in their staff and in the number of pupils which they admit. The buildings of the improved type of school are designed to accommodate 40 students as against 16 and 20 in the old type schools of West and East Bengal, respectively. They also provide quarters for the Headmaster and include a practising school for each training school. The staff is better in quality and numbers. It consists of a B.T. or L.T. Headmaster in the Subordinate Eduactional Service and two trained vernacular teachers, as against three teachers in West Bengal and two teachers in East Bengal with inferior teaching qualifications.

(Despatch No. 139 Public, dated the 2nd October 1919, from the Secretary of State.)

191. **Length of Course.**—The length of the course is one year in the case of schools of the improved type and two years in all schools of the old type, except in those institutions to which admissions are mainly confined to holders of Middle Vernacular certificates in which case it is usually one year. No student may be admetted to the former unless heshas passed the Middle Vernacular or some higher examination. The school year commences on the 16th January.

192. **Selection of candidates for admission.**—Two methods were in vogue for the selection of candidates. In some districts they were selected, without a preliminary test examination, by the District Inspector of Schools on the nomination of the Sub-Inspectors in charge of the different circles and in other districts, selections were based on the results of an admission test conducted by the head of the institution concerned. The latter method is now adopted to regulate admissions to schools of the improved type.

193. **Stipends.**—A monthly stipend of Rs. 10 is paid to all students under training.

(G. O. No. 481T.G., dated the 26th October 1914.)

Chapter IV, Section VII (iii), Article 194.

194. Examination : When the students of a primary training school (guru training or muallim training school or any other Institution recognized by the Department of Public Instruction for the same purpose) have finished their course of instruction, an educational officer deputed by the Inspector of Schools, assisted by the head master or head pandit or a teacher of the school, shall hold the final examination of the students-in-training, in accordace with the syllabuses prescribed for different subjects of this examination by the Department of Public Instruction.

Failed students of primary training schools, including training centres attched to high schools and madrasahs, may be permitted to sit for subsequent examinations, provided that such candidates have served without break for six months previous to the date of examination and are certified by the Sub-Inspectors of Schools concerned as successful teachers. [*Vide* Director of Public Instruction, Bengal's letter No. 2047 (6)G., dated the 2nd March 1940.]

195. **Certificates.**—A certificate in the prescribed form, signed by the District Inspector and countersigned by the Inspector, shall be granted to those students-in-training who prove successful at the above examination. Duplicate certificates may be obtained on payment of a fee of Re. 1, but such copies should be clearly superscribed "duplicate." Applications for for such duplicates shall state in full the name of the applicant, his father's name, the native place, residence and age of the applicant, the year in which he passed the examination, the district in which he passed, and the circumstances relating to the loss or destruction of the original certificate.

196. **Holidays.**—The number of holidays admissible in a training school is 85, exclusive of Sundays but inclusive of the King-Emperor's Birthday and Darbar Day.

(G. O. No. 842Edn., dated the 9th March 1923.)

197. **Transfers.**—Transfers from one school to another are permitted only at the end of a school year and with the consent of the District Inspector concerned.

198. **Teaching of English in Guru-training schools.**—The teaching of English as an optional subject in Guru-training schools of the improved was type authorized in 1921. It was laid down that the syllabus should be of a simple and practical nature and that in the case of a guru passing the test in English his certificate should be endorsed to that effect.

(Director's Circular No. 4756G-46P., dated the 14th May 1921.)

(iv) ELEMENTARY TRAINING SCHOOLS FOR WOMEN.

199. **Training schools for women teachers.**—There are three Government Elementary Training schools in the Province in which women are trained to teach in schools for girls. These schools are:—

(*a*) In Eastern Bengal, the Government Vernacular Training School at Dacca.

(*b*) In Western Bengal, the Hindu Female Training School and the Moslem Female Training Institution, both in Calcutta.

200. The school in Eastern Bengal, is under the control of the inspectress of Schools, Dacca Circle, and those in Western Bengal under the control of of the Inspectress of Schools, Presidency and Burdwan Divisions.

201. **Curriculum.**—The curriculum, both in East and West Bengal, is the same.

202. **Rules for the Bengal Vernacular Teachership Examination for women Teachers.**—The rules are quoted below—

[Director of Public Instruction, Bengal's circular No. 17, dated the 9th June 1930.]

(1) The recognised training institutions are the following:—

(A) *Government managed.*

(*i*) The Hindu Female Training Institution, 72, Lansdowne Road, Calcutta.

(*ii*) The Moslem Female Training Class, 37, Ananda Palit Road, Entally, Calcutta.

(*iii*) Vernacular Training School, Dacca.

(B) *Privately managed.*

(*i*) The Training School, Kalimpong.

(*ii*) United Missionary Training College, 1, Ballyginge Circular Road.

(*iii*) Lee Memorial Training Class, 13, Wellington Square.

(*iv*) Roman Catholic Training Class, 1, Convent Lane, Entally.

(*v*) Brahmo Training Class, 294, Upper Circular Road.

(*vi*) C. E. Z. Normal School, Krishnagar, Nadia.

(2) *Length of Course.*—There shall be two Training Certificates; a Senior and a Junior Certificate.

The course shall be two years for the Junior Certificate and one year for the Senior.

Teachers holding the Junior Certificate shall be allowed to sit for the Senior examination after one further year of study.

The examination shall be held in December.

Service books will be distributed to out-going students at the time of examination. After two years' satisfactory teaching as recorded in the service book, a certificate will be granted.

(3) *Qualifications.*—(*a*) Candidates having passed Class VI of a Middle or a High school according to the new syllabuses which came into force from 1st January 1931, will be allowed to enter a class for the Junior Certificate, provided that they pass an entrance examination.

Where candidates possessing these qualifications are not available students having lower qualifications may be admitted at the discretion of the Head of the Institution, but shall undergo one year's preliminary schooling in the institution before being admitted to the training class, and their admission shall be contingent upon their passing the entrance examination. Such students shall be granted stipends, but the total number of stipends sanctioned for each training class shall not be exceeded.

(*b*) Candidates who have read for a full year in the Matriculation class (or its equivalent) will be allowed to enter for the Senior Certificate.

(*c*) Candidates who, having read for two years beyond class VI of a Middle school or a High school, have passed the Junior Teachership Examination and had experience in teaching, shall be allowed to enter for the Senior Certificate.

(4) *The Training Course—Practical Work.*—(*a*) Every Junior student during her two years' training must give at least two lessons a week, and every senior student three lessons under careful supervision. A register of the results of those lessons shall be kept in every Training Department for the information of the Inspectress on her visits to the Institutions. This record shall be taken into consideration in the practical part of the Final examination.

(*b*) Every student before the close of her training must for one month be put in charge of a class for the work and general management of which she will be made entirely responsible.

(*c*) Students should be taught to manage two classes simultaneously.

A separate paper on "Principles of Education and School Management" will be set for both Junior and Senior candidates in the Final examination the syllabus for which will be covered in one year.

Syllabus of Examination.

Junior and Senior Certificate.

(*A*) *Practical Teaching.*—Every student must submit to the Examiner, one week before the examination, 3 books of notes of lessons on three different subjects. One of the three must be a Language lesson, one a number or mathematical lesson, and the third on any subject other than those two. As far as possible these lessons should, in each case, be one of a series of at least 4 to 5 lessons given during the students' school practice.

(B) Students may be asked to demonstrate their ability to teach *organised games*, or drill.

Hand Work Syllabus.

(To be shown at the end of the course; each item to be completed as convenient).

JUNIOR.

I.

One large model suitable for class co-operative work and illustrative of industries or of home life, or life among foreign nations.

or

A model of a toy, a specimen of simple *weaving* (e.g., bag or mat done on a cardboard loom) or a basket and a *cut-out paper scence*.

II.

(*a*) A small *model* of a fruit or vegitable, or a small plate of fruits, *or* some other objects suitable for representation in clay.

(*b*) An *animal* in clay in natural habitat (such as duck, tortoise, tiger).

III.

Two large drawings in brushwork or chalk, intended to serve as effective class illustration such as scenes from life in other lands, enlargement of pictures for story illustration, phases, of animal life, simple maps of journeys, or a map to illustrate some fact in Geography.

The following books or portfolios of drawings completed during the two years to be shown. Each book to contain studies suitable for children of different ages, and senior students to show drawings suitable for pupils in the higher classes.

(*a*) *Chalk drawings or brushwork* from nature, scenes and objects.

(*b*) *Designs* in brushwork or chalk. As far as possible these should be original.

SENIOR.

I.

One large model suitable for class co-operative work and illustrative of industries or of home life, or life among foreign nations.

or

A model of a toy, a specimen of simple *weaving* (e.g., bag or mat done on cardboard loom) or a basket and a *cut-out paper scene*.

II.

(*a*) A clay pot painted and decorated with a simple design.

(*b*) A small *model* of a fruit or vegetable, or a small plate of fruits, *or* some other object suitable for representation in clay.

(*c*) An *animal* in clay in natural habitat (such as duck, tortoise, tiger).

III.

Three large drawings in brushwork or chalk, intended to serve as effective class illustrations, such as scenes from life in other lands, enlargement of pictures for story-illustrations, phases of animal life, simple maps of journeys, or a map to illustrate some fact in Geography.

The following books or portfolios of drawings completed during the year to be shown. Each book to contain studies suitable for pupils in the higher classes.

(*a*) *Brushwork studies* : Scenes, objects, studies from nature.

(*b*) *Chalk drawings* from nature, scenes and objects.

(*c*) *Sketches of objects in perspective* : Simple figure, drawing, illustrations of stories.

(*d*) *Designs* in brushwork or chalk. As far as possible these should be original.

Needlework Syllabus.

JUNIOR 1ST YEAR.

Specimens of all the needlework required in the three lowest classes according to the Primary Code in use in schools.

JUNIOR 2ND YEAR.

Specimens of all the needlework required in the two upper classes according to the Primary Code.

or

The Lady Carmichael Primary Diploma.

SENIOR.

Specimens of all the needlework required in a Middle school according to the Secondary Code.

or

The Lady Carmichael Middle Diploma.

Child Study Syllabus.

JUNIOR 1ST YEAR.

1. The purpose of Education.
2. The need and value of Child-study.
3. Relation of mind and body.
4. Physical needs of Children, and the Teachers' responsibility.
5. The contents of the child-mind at birth.
6. The meaning and importance of environment.
7. The growth of the child-mind.
8. The meaning of learning.
9. Laws of learning.
10. Habit and the law of exercise.
11. Curiosity.
12. Imitation.

JUNIOR 2ND YEAR.

13. Laws of interest.
14. Laws of attention.
15. Laws of fatigue.
16. The growth of imagination.
17. The child's development through successive stages.
18. Character-training.
19. Development of the will, and the growth of purpose.
20. The place and value of play, leisure, rewards, punishments.
21. Self-control.
22. The place of authority in school-life.
23. The place of suggestion in child-life.
24. Different types of children and their treatment—the untruthful child, the disobedient child, the obstinate child, the quarrelsome child.

All subjects to be studied more simply by Juniors than by Seniors.

SENIOR.

1. The purpose of Education.
2. The need and value of Child-study.
3. Relation of mind and body.
4. Physical needs of Children, and the Teachers' responsibility.

5. The contents of the child-mind at birth.
6. The meaning and importance of environment.
7. The growth of the child-mind.
8. The meaning of learning.
9. Laws of learning.
10. Habit and the law of exercise.
11. Curiosity.
12. Imitation.
13. Laws of interest.
14. Laws of attention.
15. Laws of fatigue.
16. The growth of imagination.
17. The child's development through successive stages.
18. Character-training.
19. Development of the will, and the growth of purpose.
20. The place and value of play, leisure, rewards, punishments.
21. Self-control.
22. The place of authority in school-life.
23. The place of suggestion in child-life.
24. Different types of children and their treatment—the untruthful child, the disobedient child, the obstinate child, the quarrelsome child.

Methods of Teaching.

Junior 1st Year.

Methods of Teaching all subjects in Classes I and II.

Junior 2nd Year.

Methods of Teaching all subjects in Classes III—IV.

Senior.

Methods of Teaching all subjects in Classes I—VI.

Nature Study Syllabus.

Junior 1st Year.

Grasses.—The important connection of this special family of plants with human life should be brought out.

1. Rice—its cultivation.
2. Indian cane or sugarcane, and bamboo—Uses and cultivation.
3. Other cultivated grasses—wheat, jute—special characteristics and uses, as far as specimens are available.

Plant Societies.—This study should show the adaptation of plants to their condition of life.

Pond Plants.—Wall Plants (creeping, climbing plants).

Wood or jungle plants.

Collections should be made and studied as far as possible.

Seeds.

1. *Germination*—Under various conditions—This should be practical work and records should be kept by drawings.
2. *Dispersal*—Examples of various ways of seed dispersal should be studied—cotton.

Fruits—A study of various kinds of fruits and their growth from flowers, e.g., jack, pomelo, plantain, mango, papaya.

Pollination and Fertilization by Wind and Insects : also reproduction *by means of bulbs and tubers, corns.*

Different parts of a plant, showing how the plant gets what it requires.

Trees.—Recognition of some of the commonest Indian trees—general structures—leaves, flowers and fruit, e.g., plantain, jack, silk-cotton, pipul, banyan, cotton, gold mohur, mango.

JUNIOR 2ND YEAR.

Animal Societies.—The aim should be to emphasize the connected web of life in a special locality, showing in what way the animals are adapted to their surroundings and how they depend on each other.

1. *Life in a pond.*—Tadpoles—water snails—dragon-fly—mosquito, etc.
2. *Life in a garden.*—Caterpillars—earthworms—spiders, ladybirds, snails, bees, fireflies, ants, grasshopper, centipede—birds, etc.
3. *Life in a wood.*—Squirrel, snake, etc.

Birds.—Recognition of some of the commonest Indian birds—their song, nest and eggs, e.g., pigeon, duck, crow, kingfisher, kite, kokil.

Studies of the habits of Wild Animals.—Such as Jackal, Tiger, Monkey, Squirrel, Elephant, Bear, Crocodile—If possible stories about these animals should be told.

Tame Animals.—Their habits and how they are fitted for their mode of life—Cow, Horse, Sheep, Goat, Buffalo.

Fish.—Studies of some of the commonest Indian Fish—such as Koi Magur, Rohit, Hilsa.

Nature Note Books should be kept throughout the course, in which the student notes her own observations and keeps her own records.

SENIOR.

Sky and Air Study.

1. Different kinds of *clouds*. The formation of clouds and rain—simple experiments in evaporation and condensation.

2. *Wind.*—The different kinds of wind. The points of the compass and what the wind does for us.

3. *The Sun* and what he does for the world—The points of the compass and how to tell them from the Sun's position at different times. The making of a sundial—Light, its nature. The seasons—Some discussion of the other planets.

4. *The Moon.*—Different phases.

5. *The Stars.*—Identification of some of the commonest constellations—Some ideas of the extent of the Universe.

Earth and Water Study.

1. What the earth is, and what it is like. The difference between our knowledge of the earth and that of primitive man.
2. *Soil.*—Different kinds and their uses—Experimental study.
3. *Coal.*—Gold and other metals found under the ground—Their uses and how they are obtained.
4. *Water.*—Properties and work of water in sculpturing the land. Its uses—life in the water.

Grasses.—The important connection of this special family of plants with human life should be brought out.

1. Rice—its cultivation.
2. Indian cane or Sugarcane and bamboo—Uses and cultivation.
3. Other cultivated grasses—wheat, jute—special characteristics and uses, as far as specimens are available.

Plant Societies.—This study should show the adaptation of plants to their condition of life.

Pond Plants.—Wall Plants (creeping, climbing plants).

Wood or jungle plants.

Bark plants (Fungi).

Collections should be made and studied as far as possible.

Animal Societies.—The aim should be to emphasize the connected web of life in a special locality, showing in what way the animals are adapted to their surroundings and how they depend on each other.

1. *Life in a pond.*—Tadpoles—water snails—dragon-fly—mosquito, etc.
2. *Life in a garden.*—Caterpillars—earthworms—spiders, ladybirds, snails, bees, fireflies, ants, grasshopper, centipede—birds, etc.
3. *Life in a wood.*—Squirrel, snake, etc.

Birds.—Recognition of some of the commonest Indian birds—their song, nest and eggs.

Trees.—Recognition of some of the commonest Indian trees—general structure—leaves, flowers and fruits.

Syllabus of Health Teaching.

Junior 1st Year.

I.—General and Personal Hygiene.

1. Introductory.
2. Hygiene of the Person. Good looks largely dependent on Health. Structure of Skin. Bath, Care of Hair and Nails.
3. Care of Eyes. Avoidance of Eye strain. Necessity of Medical Aid in all cases of Eye Trouble. Danger of interference with Eyes or Eyelashes.
4. Teeth, their structure and care.
5. Ear, Nose and Throat ; Care of the same. Tonsils and Adenoids.
6. Lungs and Heart. Respiration and Circulation.
7. Digestion and Excretion.
8. Clothing. Hot and Cold weather. Day and Night.

II.—Hygiene of the Home.

1. Food Values. Calories. Vitamines.
2. Ventilation and Light. Evils caused by their absence.
3. Cleanliness of Floors, Furniture, Bedding, Kitchen, Utensils, Dangers of Dust.
4. Vermin, Flies, Mosquitoes, Bugs, Lice, Cockroaches, Rats.
5. Disposal of Refuse, Care of Latrines, Dustbins, Back-yards, Kitchen Waste.
6. Water : its composition. Hard and soft water, Sources, reservoirs, wells, tanks, rivers, rain, filters, necessity of drinking plenty of of water.

Junior 2nd Year.

III.—Infant Hygiene.

1. How a baby differs from an adult, Size, bones softer, shafts of long bones separate from ends, bones of skull separate. Digestive powers different. More easily affected by heat and cold. Skin more delicate. Eyes easily affected by strong light.
2. Baby's food. Why its natural food is best. Right and wrong kind of bottle. How to clean it. Intervals of feeding.
3. Baby's food. Milk. More easily spoilt by dirt than any other kind of food. (With demonstration.)
4. Baby's Toilet. Baby's Clothes. (With demonstration.) Baby's sleep.

5. Baby's illness. Sore eyes, Croup. Convulsions. Danger of patent medicines.
6. Diarrhœa and Constipation.
7. Rickets and Scurvy.
8. Teething. Change of diet. Hard Food.

IV.—School Hygiene.

1. Gradual development of new powers. Walking, talking, discipline in relation to health.
2. Light and Ventilation of room. Cubic space and floor space.

SENIOR.

I.—School Hygiene.

1. Infectious illness. Intervals of incubation and quarantine. Small-pox. Scarlet fever. Measles. Mumps. Chicken-pox. Whooping cough.
2. Plague—Cholera—Enteric.
3. Nerve troubles ; stammering ; Cholera ; insomnia ; night frights.
4. Light and Ventilation of room. Cubic space and floor space.
5. Recognition of the signs of common diseases of India.
6. Gradual development of new powers. Walking, talking, discipline in relation to health.

II.—First Aid.

1. Bandaging. Applying simple dressing to cuts, bruises, scars, burns, scalds.
2. Emergencies. Foreign body in eye, ear, nose, choking. Bites and stings.
3. Fainting Fits ; Epileptic Fits ; Apoplectic Fits.
4. Sprains. Dislocations. Fractures. Emergency Stretchers.

III.—Infant Hygiene.

1. How a baby differs from an adult, Size, bones softer, shafts of long bones separate from ends, bones of skull separate. Digestive powers different. More easily affected by heat and cold. Skin more delicate. Eyes easily affected by strong light.
2. Baby's food. Why its natural food is best. Right and wrong kind of bottle. How to clean it. Intervals of feeding.
3. Baby's food. Milk. More easily spoilt by dirt than any other kind of food. (With demonstration.)

4. Baby's Toilet. Baby's Clothes. (With demonstration.) Baby's sleep.
5. Baby's illness. Sore eyes, Croup. Convulsions. Danger of patent medicines.
6. Diarrhœa and Constipation.
7. Rickets and Scurvy.
8. Teething. Change of diet. Hard Food.

IV.—Public Health.

1. The guardians of public health. Sanitary Commissioner. Health Officer. Sanitary Inspector. School Nurse. Health Visitor. Their functions.
2. Water and Food supply.
3. Drainage, Conservancy. How to co-operative with Public Health Officials.

V.—Home Nursing.

1. Taking pulse and Temperature. Making bed.
2. Washing Patient in bed.
3. Asepsis. How to prepare for the doctor's visit.
4. Emergency operation. Preparation of room, Patient, Nurse, Care of patient afterwards.
5. What to observe and how to report it.
6. Administering medicine. Dangers of patent medicines.

Principles of Teaching and Class Management.

JUNIORS.

1. The Teaching of Froebel.
2. Discussion of (1) Project Method, (2) Montessori system.
3. Individual work and its value.
4. Principles underlying the writing of lesson-notes.
5. Schemes of lessons for different classes in different subjects.
6. The Art and Science of questioning.
7. The Correlation of subjects, its use and abuse.
8. The drawing up of time-tables—for separate classes—for two classes together.
9. The responsibilities of a head-teacher.
10. School-buildings—(*a*) class room, space, light, furniture, (*b*) library museum.
11. Examinations, their use and nature, different types, answering examination questions.

SENIORS.

1. Discussion of (1) The Dalton plan, (2) The Project Method, (3) The Montessori System, (4) The Play-Way.

2. Individual work and its value.
3. Principles underlying the writing of lesson-notes.
4. Schemes of lessons for different classes in different subjects.
5. The Art and Science of questioning.
6. The correlation of subjects, its use and abuse.
7. The drawing up of time-tables—for separate classes—for two classes together.
8. The responsibilities of Head-teacher.
9. School-buildings—(*a*) class room, space, light, furniture, (*b*) library, Museum.
10. Examinations, their use and nature, different types, answering examination questions.

Books of Reference.

I. Child study—

A study of Mental Life—Woolworth.
Talks to Teachers—James.
Educational Psychology—Starch.
Fundamentals of Child Study—Kirkpatrick.
Mono-Bijnan—Charu Chandra Singh.
Siksha Bijnan—Knowlton. (For Hindi students only.)
Senior Teachers' Manual.
Junior Teachers' Manual.
Byabaharik Mono-Bijnan—Sarat Chandra Brahmachari. (For Senior students only.)

II. Method—

Nutan Shiksha Pronali—P. N. Das Gupta.
Practical School Method—J. H. Boardman.
Shiksha Bijnan—Abdur Rahman Khan.
Principles of Education—Raymont.
Instruction in Indian Secondary Schools—A. H. Mackenzie.
School Method—Richey.
Suggestions for the consideration of teachers (Board of Education, London).

III. Nature study—

Indian Botany (Experimental)—Fortey.
Glimpses into the life of Indian plants—Pfleiderer.
First Book of Indian Botany—Oliver.
Nature Study—E. Stenhouse.
Indian Botany—Fyson.
Experiments with plants—Osterhout.
Lessons with plants—Bailey.
Text Book of Botany—Lawson.

IV. **Hygiene and School Management—**

St. John Ambulance Association on First Aid Nursing.
School Hygiene for Indian Teachers—H. Banb.
Saral Swasthya Raksha, Part I—Haradhan Basu.
Garhastha Swasthya Niti, Books 1, 2 and 3—Choudhuri.
A Primer of Tropical Hygiene—Blackham.
Physiology and Hygiene—Cathcart.
Indian School Management and Inspection—M. West.
Principles of Teaching—G. B. Bhattacharyya.

V. **Needlework—**

Needlework—E. Roosevear.
Educational Needlecraft—Swanson and Macbeth.
Complete Course of Needlework—T. M. James.
Psychology of Needlework—Macbeth.

203. **Stipends.**—The following stipends are attached to Government Training Schools :—

(*i*) *Government Vernacular Training School, Dacca.*—Forty-eight monthly stipends of Rs. 10 each. (G. O. No. 1762, dated the 4th December 1920.)

(*ii*) *Hindu Female Training Institution, Calcutta.*—Twenty-six monthly stipends of Rs. 15 each. (G. O. No. 678T.—Edn., dated the 8th October 1919, and No. 3876Edn., dated the 27th August 1927.)

(*iii*) *Moslem Female Training Institution, Calcutta.*—Fifteen monthly stipends of Rs. 15 each. (G. O. No. 198Edn., dated the 17th January 1927.)

204. **Remuneration of Examiners.**—No remuneration is allowed for setting questions or marking answers in practical work. For the examinations in theoretical work, questions should be set in Bengali and a remuneration of Rs. 16 will be paid for each question paper. For translating questions into Hindi and Urdu, the translator will be remunerated at Rs. 5 for each paper. The rate of remuneration for marking each written paper is fixed at eight annas.

205. **Certificates.**—A Junior certificate, as the case may be, is issued to candidates who are successful in the examinations for which they offer themselves. But these certificates are not awarded to successful candidates until two years after the publication of the results. During this period they are required to teach in a recognized school and will not receive their certificates unless they show a satisfactory record of work. Duplicate certificates may be obtained on payment of a fee of Re. 1, but such copies should be clearly superscribed "Duplicate." Applications for such duplicates shall state in full the name of the applicant, her father's name, the native place, residence and age of the applicant, the year in which she passed the examination, the district from which she passed and the circumstances relating to the loss or destruction of the original certificate.

206. **Holidays.**—The number of holidays permissible is 85 days in the year, including the King-Emperor's Birthday and Darbar Day, but excluding Sundays.

207. Twenty-four monthly senior stipends of Rs. 12 each and thirty-five monthly junior stipends of Rs. 10 each are distributed among the recognised non-Government Training schools under the control of the Inspectress of Schools, Presidency and Burdwan Divisions. They are sanctioned annually by the Director on the recommendation of the Inspectress of Schools.

208. The non-Government Training classes for women are, in all essential respects, governed by the same rules as apply in the case of publicly-managed Training schools for women.

(r) Examinations for teachers.

A.—Examinations in the Art and Practice of Teaching.

209. **Confirmation of Teachers.**—No teacher appointed to a Government or Aided school who is not a trained teacher, or who does not hold an English or Vernacular Teachership Certificate, or higher certificate acknowledged by the department, shall be confirmed in his post if he fails to obtain a certificate under these rules within two years of his appointment. Exceptions may be made in cases where the teacher proves to the satisfaction of the Inspector that there are good reasons for such failure.

(G. O. No. 743, dated the 23rd March 1916.)

210. **Persons eligible to appear.**—An examination for teachers through the medium of English will be held by Inspectors at such intervals as they may find convenient. Candidates who appear at this examination must have passed the Entrance or Matriculation Examination or some higher examination and should bring their certificates with them. Exceptions may be made in the case of experienced teachers who have not passed the Entrance or Matriculation Examination.

211. A similar examination will be held by Inspectors for teachers of vernacular subjects who have passed at least the Middle English or Middle Vernacular scholarship examination or the terminal examination of the middle stage of instruction. Candidates should bring their educational certificate with them.

212. Pandits and Maulvis employed in teaching an oriental language, other than Pandits in Sanskrit tols and Maulvis in madrasahs may, be permitted to appear at this examination, and at their option to be examined either in English or in a vernacular.

213. **Examination Centres.**—The examination for teachers who teach through the medium of English will be conducted in English and held at a selected High school at the headquarters of the Inspector. The school selected will be notified by the Inspector. The examination for teachers of vernacular subjects will be conducted in the vernacular by the Inspector of Schools or an Additional (Second) Inspector of Schools who may requisition the assistance of a District Inspector or of the Headmaster of a First-grade Training school and will be held at a First-grade Training school, a High school or a Middle school of either description. The examination of Pandits and Maulvis will be conducted at a High school or a First-grade Training school.

214. **Nature of the Examination.**—The examination both for English and Vernacular teachers, will be mainly practical and will consist of—

(*a*) a practical examination in class control, the candidates being required to keep a class of at least a dozen boys attentive and fully occupied throughout a lesson;

(*b*) a practical test of teaching ability, the candidate being required to give two lessons on different subjects prescribed by the Inspector, previous notice of the subjects chosen by the Inspector or other examiner being given to the teachers who are to be examined;

(*c*) an oral examination, in which the Inspector or other examiner will put some questions on the art of teaching, objects-lessons, class management, organization and discipline. Some approved books on such subjects will, from time to time, be recommended by the Director for the use of candidates.

215. The Inspector or Additional (Second) Inspector will grant certificates to those who, in his opinion, satisy the tests prescribed above.

B.—The Urdu Diploma Examination.*

216. A departmental examination for testing the efficiency in Urdu of Maulvis employed in Schools and Madrasahs shall be held once in January and again in July of each year.

217. The examination shall be conducted by a Board appointed by Government for the purpose.

218. The Board shall, subject to the confirmation of the Director of Public Instruction, prescribe the details of the syllabus, appoint examiners, select centres and fix dates of the examination.

219. The term of the Board shall expire every three years when a new Board shall be formed.

220. The Board of Examination shall moderate question papers with a view to seeing that questions that are unduly difficult, minute, ambiguous or lengthy, are avoided.

221. The Board shall declare the results of the examination with the previous sanction of the Director of Public Instruction.

222. A fee of Rs. 5 shall be charged from each candidate and deposited into the treasury to the credit of Government.

223. Heads of Schools and Madrasahs shall submit to the President of the Board lists of candidates accompanied by treasury receipts showing payment of the examination fees, at least two months before the commencement of the examination.

224. The examination shall be conducted by written papers and held for four days, one paper being set on each day of the examination. Three hours shall be allowed for each of the papers.

*NOTE.—This examination was instituted under G. O. No. 377 Edn., of the 29th January 1924. Rules for this examination were sanctioned in G.O. No. 482 Edn., dated 16th February 1926.

225. The papers shall be arranged in groups as follows :—

Day of examination.	Subjects.		Marks.	Marks.
1st day	Urdu text	Prose	100	175
		Poetry	75	
2nd day	Grammar and Idiom		100	150
	Prosody and Rhetoric		50	
3rd day	Composition and Essay writing (in Urdu)		100	150
	Translation from Arabic or Persian to Urdu		50	
4th day	Manuscript reading and writing ..		50	175
	Conversation in Urdu (*viva voce*) ..		75	
	History of Urdu language and literature		50	
		Total ..		650

226. The following works are recommended as indicating the standard of proficiency to be required in the examination :—

Prose—

(1) Khutbat-i-Ahmadia, by Sir Syed Ahmed.

(2) Al-Ghazzali, by Shibli.

(3) Ruqat-i-Ghalib.

Poetry—

(1) Musaddas-i-Hali.

(2) Diwan-i-Dard.

(3) Bang-i-Dara, by Sir Muhammad Iqbal.

History of Literature—

Ab-i-Hayat, by Azad.

Grammar—Parts of speech. Persian and Arabic construction used in Urdu, derivation of words, syntax—

(1) Misbah-ul-qawaid, by Fateh Muhammad Khan.

(2) Hindustani Grammar, by Platts.

(3) Al-Balaghat, by Qazi Habibullah.

(4) Taqwimul Uruz wal Qafia, by Gholam Muhiuddin.

Composition—The following books are recommended to be read as presenting models of style:—

(1) Ruya-i-Sadiqa, by Shams-ul-Ulama Hafiz Nazir Ahmed.

(2) Ibnul Waqt, by Nazir Ahmad.

(3) Taubatun Nasuh, by Nazir Ahmad.

Translation.—No text-book is recommended. Questions shall be framed chiefly with a view to testing a general and intelligent knowledge of the subject.

227. In order to pass the examination a candidate shall be required to obtain 40 per cent. of the marks in the Grammar paper and 33 per cent. of the marks in other papers and to secure an aggregate of 40 per cent. of the total marks.

228. Candidates securing 60 per cent. of the marks and above shall be placed in the first division, and those securing marks between 40 per cent. and 60 per cent. in the second division.

229. A list of successful candidates shall be published in the *Calcutta Gazette* over the signature of the Director of Public Instruction.

CHAPTER V.—SCHOOLS FOR GENERAL INSTRUCTION.

Section I.—General.

General.—The rules in this section, except where they are restricted to any particular class of institution, apply to all schools, recognized by the Department, and are supplemented, but not modified, by the rules for special classes of schools contained in sections V and VI of this Chapter.

2. **Grading of Schools.**—Schools for general instructions are graded as follows:—

(*i*) Primary schools for boys and girls.

(*ii*) Secondary schools for boys and girls which include (*a*) Middle Vernacular, (*b*) Middle English, and (*c*) High English Schools.

3. **Equivalence of Classes.**—The following table illustrates the equivalence of classes in Bengal that came into force from January 1931 :—

High English Schools.	Middle English Schools.	Middle Vernacular Schools.	Primary Schools.
Class.	Class.	Class.	Class.
X (Matric)	*	*	*
IX	*	*	*
VIII	*	*	*
VII	*	*	*
VI	VI	VI	*
V	V	V	*
IV	IV	IV	IV
III	III	III	III
	II	II	II
	I	I	I
	Infants.	Infants.	Infants.

4. **Session.**—The school session is the same as the calendar year but for pupils permitted to appear at the Matriculation Examination of Calcutta University, the session ends in the month in which the first day of that examination falls and those who fail in that examination shall be regarded as commencing a new session on 1st July.

5. **Curricula.**—The sanctioned curricula for recognized schools in Bengal is as follows:—

(*i*) *For Primary Schools.*—The curriculum sanctioned in Government order No. 1665 Edn., dated the 16th November 1920. A slightly different curriculum is in force in Moslem Primary schools or *Maktabs*. Both these are published separately by the Department.

(*ii*) *For Middle and High English Schools.*—Two entirely different sets of syllabuses were in force in the western and eastern parts of the Province. A unified and revised syllabus has been sanctioned in Government order

No. 3059Edn., dated the 13th November 1928, which came into force from January 1931. This has also been published separately by the Department.

NOTE.—(I) The teaching of English is optional in Primary and Middle Vernacular schools. If a teacher is available and competent to teach English, that subject may be introduced in classes III and IV of Primary schools and classes III to VI of Middle Vernacular schools.

(II) Class time-tables showing (*i*) the work to be done in each period of the school day and (*ii*) the amount of home work to be set to the pupils, should be hung up on the walls of each class-room.

6. **Recognition of High Schools.**—A High School is said to be recognized when it is permitted to present pupils at the Matriculation Examination of the University of Calcutta or the High School Examination of the Board of Intermediate and Secondary Education, Dacca, or the School Final Examination (Science Side) of the Department. The conditions governing the granting of permission to a school to present candidates at these examinations are, respectively, defined in Chapters XXI, XXII and XXX of the Regulations of Calcutta University, Chapter VIII of the Regulations of the Board of Intermediate and Secondary Education, Dacca, and the rules issued by the School Final (Science Side) Examination Board.

7. **Recognition of Middle Schools.**—The power of recognizing schools as Middle English or Middle Vernacular schools rests with the Inspector in the case of a boys' school and with the Inspectress in the case of a girls' school. No school should ordinarily be recognized as a Middle English school unless its head teacher has passed at least the First Examination in Arts or the Intermediate Examination in Arts or Science and its second teacher is at least a Matriculate. A Middle school may only be refused recognition, or may have its recognition withdrawn, for reasons to be recorded in writing and on any one or more of the following grounds:—

(*a*) that the school does not follow the course of study prescribed or approved by the Department;

(*b*) that it has committed a wilful breach of the departmental rules;

(*c*) that it has not attained, or does not maintain, a reasonable standard of efficiency;

(*d*) that it does not maintain a satisfactory standard of discipline; or

(*e*) that it appears to the Director for any other reason to be injurious to the interests of education.

8. **Recognition of Primary schools (including Maktabs).**—A Primary school or *Maktab* shall be regarded as a recognised institution if it is under the management or control of a local body or in receipt of aid from it or if it is permitted, though not managed, controlled or aided by a Local Body to present candidates at the Departmentat examinations and if it is in the enjoyment of scholarship rights, it must, further, fulfil the following conditions :—

(*a*) it has been in existence for at least six months;

(*b*) the curriculum prescribed by the Department is followed;

(*c*) the teachers are as far as possible efficient men;

(*d*) the Departmental rules regarding the admission, withdrawal, promotion and leave of pupils are observed;

(*e*) the school is open to inspection by the Divisional Commissioner, District and Subdivisional Officers, Members of the District Board or Commissioners of the Municipality, and the Inspecting officers of the Department.

9. **Change of Status.**—In no case should sanction be accorded to a change in the status of any school maintained or aided by a local body until the approval of the Inspector or Inspectress, as the case may be, has been obtained.

10. No change of status can be recognised unless it has been sanctioned in writing by the proper authority.

11. **Admissions.**—Applications for admission into a school shall be recorded in a register in the following form:—

(1) Serial number.

(2) Date of application.

(3) Name of applicant for admission.

(4) Class into which admission is sought.

(5) Qualifications of the applicant.

(6) Admitted or refused.

(7) Reason for refusal.

(8) Signature of the head of the school.

The original applications shall be preserved for one year.

12. **Liability to Inspection.**—Every recognized school, with its account books, registers, and other records, shall be open to inspection at all reasonable hours by the authorised Inspecting officers of the Department, by the Executive officers of Government, by the Director or Assistant Director of Public Health and by any Civil Surgeon, Assistant Surgeon or Health Officer deputed Officer deputed by, or acting under the general orders of Government, to examine the health of the students or the sanitary condition of the buildings and premises.

13. **Reports and Returns.**—Every recognized school must periodically, and in the prescribed form, submit such annual and periodical returns and and such reports as may be required by the Department.

14. **Registers.**—Every recognized High school must maintain the registers detailed in rule 8, section B (II) of Chapter VIII of this Code. The Admission Register should contain the following columns:—

(*a*) Serial number.

(*b*) Name of pupil.

(*c*) Father's name and occupation.

(*d*) Name, residence and occupation of guardian.

(*e*) Residence of pupil, whether with parent, guardian, in hostel, or in mess.

(*f*) Date of birth (year, month and day according to English calendar).

(*g*) In the case of a pupil admitted from another school, the name of the school, the class in which he was reading, and the number and date of his transfer certificate.

N.B.—Tranfer certificates should be filed for reference.

(*h*) Class into which pupil is admitted.

(*i*) Date of admission.

(*j*) Signature of parent or guardian, if it is a case of first admission to any school and not one of transfer from one school to another.

(*k*) Signature of another responsible gentleman, if it is a case of first admission to any school and not one of transfer from one school to another. (The Headmaster may, at his discretion, dispense with this signature).

(*l*) Signature of the Head of the school.

NOTE.—Inspectors (or Inspectresses) of Schools may require middle schools to maintain all or any of the registers referred to in this rule.

15. **Moral conditions and instruction in schools.**—The best safe-guard against immorality in schools is to encourage athletics and other healthy tastes and occupations and to instil into the minds of the pupils a reverence for religion. Private talks to boys whose conduct may have laid them open to suspicion may be of use in some cases. Moral instruction should form a definite objective in every school, but it should in no way affect the social or religious ideas of the students generally. It should be impressed upon them that the components of a high character are truthfulness in word or deed, self-control and unselfishness, respect to superiors and reverence for elders, tenderness to animals and compassion for the poor, obedience and diligence, and habits of order and punctuality. For the purpose of inculcating these characteristics in the pupils, a certain proportion of the reading lessons in Vernacular and English readers should consist of suitable biographical selections drawn from the lives of Hindu, Muhammadan and Christian worthies, instead of being confined to one section of the community; school libraries should have books of this kind which the students should be encouraged to read, and teachers should furnish themselves with as many tales and anecdotes bearing on these characteristics as possible, from ancient or current history or from actual every-day life, and use them whenever an opportunity offers itself. But example is more effectual than precept and a teacher, who is himself unpunctual, or who is not highly respected for his character, cannot expect that his teaching about truth, punctuality or any other virtue will attain much success. The Department has therefore always expected, and will continue to expect, its teachers to set the example of a high character before the eyes of the pupils under them and to realize the great responsibility which rests upon them in regard to the moral training of the children committed to their charge.

16. **Religious instruction in schools.**—An embargo was until 1921 placed on the introduction of religious instruction in public-managed schools. In that year, the Government of India made an announcement which, however, they emphasized, was not to be regarded as of a mandatory nature nor as one binding the Ministries of Education to a definite line of action. They sought rather to remove restrictions which were possibly regarded as hampering the freedom of Local Governments in this respect, while leaving those Governments free to adopt such line of action as they might think fit. The announcement of the Government of India was to the effect that there would be no objection in publicly-managed Schools and Colleges to—

(*a*) the utilization of school premises for religious teaching or simple prayers;

(*b*) the utilization of teachers of the institutions for such instruction, etc., where they voluntarily undertake the work;

(*c*) making religious teaching or observances compulsory for the boys whose parents or guardians have expressed a wish that this should be done;

(*d*) deducting the time spent by any boy on religious teaching or observances from the period prescribed in the curriculum, preferably at the beginning or at the end of the school day.

17. In Bengal the question of religious instruction has been intermittently discussed over a period of many years. Committees on the subject have sat both in Eastern Bengal, in Western Bengal and in the new province of Bengal, and their deliberations seem to show that it is well-nigh impossible to decide on any system of religious education which will be acceptable to Hindus of all castes and creeds. Religious instructions is provided in Maktabs and Madrasahs, and it is also given in Primary schools where a book of stories, including moral and popular stories, is prescribed for home reading and occasional use in classes III and IV. Beyond this, the policy which the Local Government have decided to adopt is one of strict neutrality, until there is a formulated demand in the matter from the Legislative Council and the general public.

18. **Physical Training.**—Physical Training, comprising physical drill, gymnastics, small area games, athletics and organised games, is compulsory in all Government and Aided Secondary schools, and Senior Madrasahs. A syllabus for physical training in Government and Aided Secondary schools for boys and Senior Madrasahs has been included in the syllabus for Secondary schools.

Extracts from Director of Public Instruction's Circular No. 23, dated the 9th June 1928, on the subject are given below:—

"Schools should realise the necessity of shouldering responsibility in the matter of physical training of boys within the limits set by the environment and circumstances of each school. The duty of teachers is not confined to the preparation of boys for examinations. In the interests of the health and physical development of the students of Bengal, school authorities should introduce a suitable programme of hygiene and physical education for all boys reading in their institutions. The University have accepted this principle, as in their circular No. 2328., dated the 9th August 1925, they have stated clearly that if voluntary arrangements are not made in High Schools for physical education and games, it will be necessary ultimately to insist on each Matriculation candidate furnishing a certificate that he has actually undergone a course of physical education."

"It is impossible to deal with physical education without, at the same time, taking note of the necessity of providing a sound basis of hygienic life. Under health education we are concerned with medical supervision, and instruction in the elements of physiology, hygiene and sanitation, the primary object of which is to guide the individual in the direction of more wholesome living. Physical education on the other hand, consists in the adequate knowledge of and participation in various bodily activities, such as walking, swimming, etc., as well as organized games."

"Anything in the way of medical examination, or any elaborate organisation for physical education is not at present financially possible in Primary schools, but the situation is easier in schools of a higher grade. In Middle Vernacular and Middle English schools as well as Junior Madrasahs, drill is already compulsory. In addition to this, Headmasters of Secondary schools and Madrasahs are expected, so far as space allows, to arrange for games for their pupils to be played and supervised in the late afternoon at least twice a week, in which every boy should take part unless excused for any reason that seems valid to the Headmaster. Such games must be inexpensive and demand little space; for example, Hide-and-Seek, *Hadu-du-du* and other Indian or Scout games. A number of games suitable for limited play-ground

areas are mentioned at the end of the introduction to the Government Physical Training Syllabus, 1928, and are described in Departmental Drill Book. If funds permit and a suitable play-ground is available Basket-ball, Volley-ball, Foot-ball and Hockey may be played."

"An arrangement should be made in every Aided High school (where such an arrangement does not already exist), by which some member or members of the staff may be definitely assigned the duty of assisting in the work of physical instruction, e.g., in the organisation and supervision of games after ordinary school hours, from (say) 4 p.m. The assumption on the part of a school of this responsibility in its fullest form involves the following:—

(*i*) Some degree of medical inspection.

(*ii*) The presence on the staff of a trained, intelligent, and well-educated Physical Instructor, working in co-operation with the Medical Officer.

(*iii*) Organisation of physical activities within the school.

(*iv*) Finance for the support of those agencies."

"High schools will ultimately have to make arrangements for at least one annual medical inspection on the results of which invalid boys will be exempted from drill or games, or directed to engage in them in a modified degree, so as to comply with such physical or health directions as the examination may disclose as essential in the interests of their health. According to circumstances or facilities available, more than one such examination in a year may be arranged in some schools."

"It is expected that each Aided High school should also ultimately employ at least one teacher who possesses a certificate of training from a recognized school of physical education, e.g., the Young Men's Christian Association School at Madras. Schools which cannot recruit specially a man already qualified should depute a suitable teacher for a short period of training at the cost of Government at a recognized centre. This Physical Instructor, or teacher trained as above, should be in charge of the drill, general supervision and organisation of games, athletics and other activities and competitions in his school. The Physical Instructor should be on duty throughout the afternoon for apparatus work and general supervision, and he should be excused attendance in the school for one or two periods in the forenoon. He will be responsible for having the necessary appliances and grounds ready for use, and should be assisted by one or two ordinary teachers, placed on duty by turns, who will call the roll to ensure attendance and help the Physical Instructor in maintaining discipline. Each class should have a Captain and a Vice-Captain to help in the organisation, e.g., arranging of referees, linesman, etc."

"Each boy in a High school, unless exempted by the Medical Officer, should, in addition to drill prescribed by the syllabus (which must be taught not only in classes III—VIII, but also in classes IX and X), be called upon to take physical exercise in the form of organized games or athletics at a convenient time after ordinary school hours for at least half an hour twice a week. As regards drill, the upper four classes should have not less than two lessons, and the lower four classes three. The students should also be divided into batches for the purposes of afternoon games. The number of such batches and the strength of each will obviously depend on the resources of the school in playing grounds, athletic gear and apparatus, but every attempt should be made to utilise all available resources and to devise such forms of exercises, e.g., Indian ground *Don*, as would compensate for the

lack of equipment available, so that every boy may take the required amount of exercise. The school session should be divided into three terms for games: (1) from after the Puja vacation to January, (2) from February to May and (3) from June to September. In the first term, indigenous games, Captain-ball, Volley-ball, Basket-ball, Badminton and Cricket for two periods each of half an hour should be arranged; in the second, Hockey and some of the games mentioned above; while in the third term Football would be suitable. In the second and third terms it would be easy to arrange for three game periods of half an hour each. Swimming (with adequate arrangements for safety) and rowing where boats are available, might also be attempted. Mass dumb-bell and Indian club exercises could also be taken up by many schools during the rains, the school verandah being used, when required, for exercises with dumb-bells and Indian clubs, if no gymnasium is available. Pupils having game periods in the afternoon should be encouraged to bring some tiffin with them to school; and, unless medically exempted, no boy should be allowed to absent himself unless he comes to school from a great distance and the walking involved constitutes in the opinion of the Head-master, a sufficient exercise. An endeavour should also be made by class masters for the permanent maintenance of a physical exercise chart for each class which should be forwarded at frequent intervals to the Headmasters so that he may know that each boy is taking the necessary exercise. When boys fall short of the required amount of exercise, the Headmaster will take such steps as he may consider appropriate."

19. Principals, Professors, Lecturers and teachers are expected to take a keen interest in sports and in the corporate life of students, so far as such life is possible in the present condition of the educational institutions in the Province, and in considering questions of preferment, this factor along with others will be taken into consideration. Similarly, Inspectors and Inspectresses will follow the instructions contained in the Director's circular No. 37 of the 9th April 1921 reproduced below:—

"I have to say that the Hon'ble Minister in charge of Education desires to lay particular stress upon the instruction that Inspecting officers should impress upon the teachers in charge of the schools visited by them that it is part of the regular duties of a teacher to encourage healthy games among the pupils. You are, therefore, directed to ensure that all reports submitted to you in future upon Government and Government-aided institutions under your control contain a reference to the subject commensurate with its importance. In particular, every report should contain a separate paragraph devoted to sports and physical exercise, if this is not already the prevailing practice in your Division. The paragraph should contain some mention of the interest which individual members of the teaching staff of each institution take in the sports and physical exercise generally of the pupils under instruction. It is very desirable from all points of view that teachers should take an interest in their pupils, apart from the regular work of school-room instruction; and where a teacher carries out this ideal, whether in connection with sports and physical exercises, or in other forms of activity, the fact, should be recorded to his credit. It follows that when a teacher takes no part in the outside life of his pupils, the fact should, in the absence of any special reason justifying such abstention, be recorded against him. Opportunities for such outside activity may occasionally be found by the teacher in the form of excursions, simple indoor entertainments and games, lectures, and so on. Normally, however, the average teacher will find that he will most easily get into touch with his pupils and win their confidence and respect

if he shares and directs their enthusiasm for sports and physical exercise; and it is his duty in this respect which the Hon'ble Minister in charge of Education desires me specially to emphasise in this communication.

In conclusion, I request you, in your annual reports to this office, to embody a general statement showing how far the ideals outlined in this letter are realised in practice in the institutions under your control."

20. **School Hygiene and Sanitation.**—The Government of India, in their Finance Department Despatch No. 437 of the 6th November 1919, briefly outlined the history of the experimental scheme of school medical inspection then in force in Bengal and sought sanction to it. This was accorded tentatively for a period of five years by the Secretary of State for India in his Public Despatch No. 25 of the 9th January 1920. It involved the creation of a School Hygiene branch of the Public Health Department which came into existence in September 1920 and was brought on to a permanent basis under the sanction conveyed in the Local Government's letter No. 251-P.H. of the 25th November 1925. The branch, which is under the general control of the Assistant Director of Public Health (School Hygiene), is charged with the following work :—

(1) Inspecting existing school buildings, from the hygienic point of view.

(2) Drawing up general directions for the ventilation, lighting and sanitation generally of new school buildings and scrutinizing plans of all new school buildings from the sanitary stand-point.

(3) Making a special study of the diseases of children.

(4) Inaugurating and organising the work of the medical inspection of Indian school children in the bigger towns and of recording the results systematically.

21. **Text-books.**—Text-books must be selected only from the lists of authorized or prescribed books issued by the Department from time to time. (G. O. No. 4429-Edn., dated the 11th November 1927.)

NOTE.—It is the duty of the class master to see that all the pupils provide themselves with the text-books used in the class : and also to procure copies of the text-books for his own use.

22. **Keys.**—The use of "Keys" is strictly prohibited. Any books of this character found in the possession of pupils should be confiscated by the Headmaster and destroyed. Teachers are also prohibited from preparing "Keys" or being in any way a party to their preparation or use.

(Director of Public Instructions' circular No. 15, dated the 20th January 1908.)

23. **Objectionable books.**—No book may be used by teachers or pupils which offends against section 3 of Act XXV of 1867 (Printing Press and Books Act. Any instance of such offence should at once be reported to the Director. Director of Public Instruction's circular No. 86, dated the 25th June 1911.)

24. **Residence of pupils.**—Pupils must reside (*i*) with their parents or an authorized guardian, or (*ii*) in a hostel or mess approved by the department.

25. **Conduct Register.**—A conduct or progress-report register must be maintained for each pupil in Middle and High English schools and a copy of the same forwarded at the end of each term to the parent or guardian of each pupil.

26. **Preparation of lessons.**—Headmasters are required to see that their Assistant teachers adequately prepare their lessons for the day. In a High or Middle English school every teacher must be prepared to show to an Inspecting officer, if called upon to do so, notes of the lessons which he proposes to deliver during the day, together with notes of the previous lessons. Separate books should be used for notes of lessons to different classes or in different subjects.

27. **Private tuition.**—In normal cases students should not need private tuition, and both Inspectors and Headmasters should use their best endeavours to render it unnecessary. Teachers should not be allowed to undertake private tuition which will in any way interfere with the proper execution of their school duties, including the preparation of lessons at home and the correction of exercises. For the rules regarding the acceptance of fees for private tuition by Government officers, see rule 16 in Chapter XVI of this Code.

28. **Breach of agreement by teachers.**—School authorities should report to the Inspector or Inspectress any case in which a teacher has left a school in contravention of the terms of his employment. If the teacher was employed in a High or Middle English school, the Inspector or Inspectress will report the case to the Director.

29. **Inspection Routine.**—On receipt of notice of a visit from an officer of the Department, the Headmaster of a High or Middle school should fill up the prescribed inspection form (*vide* Appendix A to this chapter, page 213) for submission to the officer on his arrival

30. Copies of all inspection notes by the Commissioner, District Magistrate, District Judge or Subdivisional Officer on English schools should be sent by the school authority to the Inspector. Their notes on any Vernacular school that they may visit should invariably be forwarded by the Sub-Inspector through the Subdivisional Inspector, or in the case of Middle Vernacular schools by the Head teacher, to the District Inspector. The Inspector or District Inspector, as the case may be, should note what action, if any, has to be taken, and should forward a copy of his orders to the officer who originally noted. That officer, if he then considers it necessary, will communicate further with the Inspector or District Inspector on the subject either in writing or by consultation as may be appropriate. Should it be so desired, reference may be made by either party to the Director through the usual channel or direct as the case may be. In the case of girls' schools, a similar course should be followed, *mutatis mutandis.*

31. Should His Excellency the Governor note in any school inspection book, a copy of his remarks should at once be sent to the Inspector. The Inspector should note what action has to be taken and should forward to the Director forthwith a copy of His Excellency's remarks with his notes on the action required. A similar course should be followed in the case of inspection notes by the Hon'ble Ministers or Hon'ble Members of the Executive Council. In the case of girls' schools, a similar course should be follwed, *mutatis mutandis.*

32. **Postal training in schools.**—In Government order No. 235-T.G., of the 24th April 1911 on the the question of the diffusion of a knowledge of

the rudiments of postal information among boys in the vernacular schools of the Province it was Directed as follows :—

(*a*) that a small pamphlet of instructions on postal matters prepared by the Postmaster General, Bengal, should be translated into the vernacular and freely distributed throughout the Province to every teacher of primary classes, a reserve stock being also kept in mufassil post offices for distribution, on application, among elementary school teachers; and

(*b*) that a question on postal information should be set at the Primary Preliminary Scholarships Examination and the Primary Final Scholarship Examination. The latter examination is now a competitive one known as the Primary Final Examination.

33. Subordinate inspecting officers are required to see that these orders are carried out and Inspectors of Schools, during the course of their tours, should, make it a point to ascertain that the instructions are followed.

(Director of Public Instruction's Circular No. 180, dated the 2nd August 1917.)

34. **Maps.**—Under Government order No. 1558-Edn. of the 18th December 1917, every High school should have maps of the district, thana and village in which the school or the institution is situated, or if that is an insignificant village, or if the school is situated in a town which has been mapped on a different principle, of the largest contiguous village of which a map is procurable on the 16-inch scale. Smaller schools of all kinds should each have a copy of the map of the village in which the school is situated.

35. The orders in rule 34 do not affect the supply of copies of the Surveyor-General's wall map of the Province to schools for educational purposes; the existing practice of obtaining copies of this map will continue.

NOTE.—For the rules relating to the maintenance of maps by inspecting officers, see rules 66-70 in chapter II of this Code.

36. **Record of age in school register.**—The declaration of a boy's age made by his parent or guardian on his admission to any school is a declaration of age for a public purpose and cannot, under the orders of the Government of India, be altered for the purposes of the Public Services. The orders of the Government of India are not affected by any action which the University of Calcutta, or other authority, may take with reference to the evidence of age which it may accept for the purpose of admission to its examinations. No alteration should, therefore, be made in any circumstances whatever in the statement of age as declared at the time of a boy's admission. If the University of Calcutta, or other authority, decides that, for its own purposes, it will regard the age of a boy as something different from that which was declared on his behalf when he was admitted to the school, a note to that effect may be made in the Admission Register, but the original entry must not be altered. The statement of record of age originally made in the Admission Register will always be accepted for the purposes of the Public Services.

(Director of Public Instruction's circular No. 1, dated the 8th January 1916.)

NOTE.—Heads of schools should impress this rule upon the parent or guardian of a boy at the time of his admission.

37. **Holidays.**—The number of holidays for Government and Aided High schools, and Middle and Primary schools has been fixed at 85 days (exclusive of Sundays). In Government and Aided High schools they should, save in exceptional cases, be distributed as follows:—

	Days.
(1) Summer Vacation	26
(2) Christmas holidays, New Years' day, Good Friday and Easter holidays ..	11
(3) King Emperor's Birthday	1
(4) Darbar Day	1
(5) Durga, Lakshmi and Kali Pujas	27
*(6) Other Hindu festivals	7
†(7) Muhammadan festivals	12
	85

***Hindu Festivals.**

	Days.
(*a*) Sripanchami	2
(*b*) Doljatra	1
(*c*) Chaitra Sankranti	1
(*d*) Janmastâmi	1
(*e*) Jagadhatri Puja	2

†Muhammadan Festivals.

	Days.
(*a*) Shab-i-barat	1
(*b*) Id-ul-Fitr	2
(*c*) Id-uz-zoha	2
(*d*) Mohurrum	5
(*e*) Akhiri Chahar Shumba	1
(*f*) Fatiha Doazdaham	1
	12

(G. O. No. 842 Edn., dated the 9th March 1923.)

NOTE.—(I) In Middle and Primary schools inspecting officers and heads of institutions are allowed to exercise discretion as to the number of holidays to be allowed on each particular occasion or festival.

(II) Additional holidays in honour of visitors may only be given at the request of an Inspector, Inspectress, District Officer, District Judge or an officer of superior status. Such holidays should not exceed one day in duration except when they are granted by His Excellency the Governor, a Member of the Executive Council or a Minister. It is the duty of the Headmaster to see that this rule is observed.

Director of Public Instruction's Circular No. 142, dated the 15th August 1917.)

(III) Headmasters of Government and Aided schools are required to submit by the 7th January of each year a complete list of the holidays which they propose to observe during the ensuing year, for the approval of (*i*) the Managing Committee in the case of Government High schools, (*ii*) the Inspector in the case of other High schools and Secondary Training schools, and (*iii*) the District Inspector in the case of Middle, Primary and Elementary Training schools.

38. **Private candidates.**—The rules regulating the admission of private candidates to the Matriculation Examination of the University of Calcutta are contained in chapter XXX, paragraph 1 and 2 of the Regulations of the University of Calcutta and, as regards the High School Examination of the Board of Intermediate and Secondary Education, Dacca, in chapter XIV, paragraph 2 of the regulations of the Board.

39. **Manual Training Classes in Government and Aided Schools.**—The Manual Instruction Classes temporarily opened in the 21 schools named in the accompanying list were retained permanently with, effect from the 1st April 1919.

Nine posts were created in the various grades of the Subordinate Educational Service as shown below, *viz.*—

Class III	..	..	..	..	1
,, IV	..	..	..	..	1
,, V	..	..	..	..	1
,, VI	..	..	..	..	2
,, VII	..	..	..	..	2
,, VIII	..	..	..	..	2
			Total	..	9

with effect from the 1st April 1919, for the instructors employed in the nine Government schools.

Twelve aided school instructors were employed on the incremental pay of Rs. 50—2—80 a month each, with effect from the 1st April 1919, and that these schools were subsidised by additional grants-in-aid towards meeting the pay of the instructors, and the contingent charges.

An allotment of Rs. 25 a month is made to each of the schools to meet contingent charges for manual instruction.

Statement of Manual Instruction Classes in the Presidency of Bengal.

Presidency Division—

(1) Kustia High English School.
(2) Bagerhat High English School.
(3) Daulatpur High English School.
(4) Basirhat High English School.
(5) Jangipur High English School.
(6) Khagra L.M.S. School.

Burdwan Division—

(7) Serampore Collegiate School.
(8) Howrah Zilla School.
(9) Hooghly Branch School.

Dacca Division—

(10) Dacca Collegiate School.

(11) Baptist Mission Middle English School at Barisal.

(12) Jamalpur High English School.

(13) Faridpur Zilla School.

Rajshahi Division—

(14) Jalpaiguri Zilla School (since transferred to Pabna Zilla School).

(15) Nilphamari High English School.

(16) Darjeeling High English School.

(17) Serajganj B. L. High School.

Chittagong Division—

(18) Rangamati High English School.

(19) Brahmanbaria Annada High English School.

(20) Feni High English School.

(21) Chittagong Collegiate School.

(S. G. O. No. 855, dated the 2nd May 1919.)

Section II.—Discipline.

A.—Punishments.

1. **Forms of punishment.**—The following are some standard forms of punishment:—

(*i*) Impositions.

(*ii*) Detention, including extra drill.

(*iii*) Fines.

(*iv*) Corporal punishment.

(*v*) Rustication.

(*vi*) Expulsion.

NOTE.—(I) The first three of these punishment should be referred by the Master who inflicts them to the Headmaster for confirmation; corporal punishment should be imposed only by the Headmaster and in exceptional cases. Rustication or Expulsion may be imposed only by the Managing Committee.

(II) Inspector should see that the power of giving corporal punishment is not abused. Any school in which the cane is frequently resorted to will be regarded as inefficiently conducted. When it is known that the cane is a recognized instrument of discipline, it should not often be necessary to have recourse to it. Many an ill-conditional boy who would laugh at a fine, and regard expulsion as a welcome relief from a tedious round of duty, will probably pause before the uplifted rod. See also rule 3 of this section.

2. **Rustication and expulsion.**—The rules relating to the rustication and expulsion of pupils in schools, other than primary schools, are as follows:—

(*i*) "Rustication" means temporary exclusion of a pupil from school for a definite period not exceeding one year.

(*ii*) "Expulsion" means permanent exclusion of a pupil from schools.

(*iii*) For gross misconduct or for a serious breach of school discipline a pupil is liable to either (*a*) rustication, or (*b*) expulsion.

(*iv*) The rustication or expulsion order shall be passed by the Managing Committee of the school and shall be drawn up in the form printed below. One copy shall be forwarded immediately to the Inspector of Schools and another under registered cover to the parent or guardian of the pupil so punished. In schools where there is no Managing Committee the Inspector shall exercise the function of the Managing Committee.

Orders of the Managing Committee of the.....district.....

.....of .....years.....months.....days, son of.....of .....village,.....thana,.....district, a pupil of the.....class/standard of.....School, is (*a*) rusticated for a period of.....months with effect from.....or (*b*) expelled for the reasons stated below—

(1) Particulars of offence.

(2) Result of the enquiry held by the Headmaster.

Headmaster,

.....School.

Secretary to the Managing Committee,

Date..... .....School.

(*v*) The parent or guardian may appeal to the Inspector of Schools against the order of the Managing Committee, provided that any such appeal must reach the office of the Inspector of Schools within fourteen days from the date of receipt by the parent or guardian of the order against which the appeal is made. If no petition of appeal be received by the Inspector of Schools within twenty days from the date of the order of the Managing Committee, the Inspector of Schools shall confirm, diminish or increase the punishment.

(*vi*) In every case in which the petition of appeal adduces extenuating facts, the Inspector of Schools shall forward a copy of the petition to the Secretary of the Managing Committee for report. The report shall contain a specific reply to each of the allegations stated in the petition together with a brief account of the enquiry held and the facts elicited at such enquiry.

(*vii*) On receipt of the report from the Managing Committee, the Inspector of Schools may pass such orders as he thinks fit or, if necessary, he may hold a further enquiry either personally or by deputing one of his subordinate inspecting officers, not below the rank of a Subdivisional Inspector of Schools and may pass orders on the result of such enquiry.

(*viii*) Orders of expulsion and rustication (when the period of the latter, exceeds four months) passed or confirmed by the Inspector of Schools are circulated by the Director to other Divisional Inspectors and to Principals of Colleges having recognised schools under them. Copies of all orders of this nature shall be forwarded by the Inspector of Schools to the Director without delay on expiry of the period within which appeal is permissable, or after the Inspector of Schools has passed orders on the appeal. In cases of expulsion a brief account of the facts shall also be submitted by the Inspector of Schools to the Director.

(*ix*) Pupils punished with rustication shall not be allowed to join any institution until the expiry of the period of rustication.

(*x*) An expulsion order passed by the Inspector of Schools is not liable to reconsideration except by the Director. Any application for such reconsideration must be sent to the Inspector of Schools for submission to the Director with his recommendations. Save in exceptional circumstances no such application will be entertained, until the expulsion order has been in effect for at least one year.

(*xi*) No fees shall be charged for periods of rustication exceeding three months. If, however, the annual examination falls within the period of rustication and the pupil would ordinarily have been promoted but by his rustication, loses one year, this shall be considered sufficient punishment and no fees shall be charged.

(*xii*) In the case of high schools not under the jurisdiction of the Divisional Inspectors of Schools the controlling officers concerned will take the place of the Inspector of Schools.

(G. O. No.—324T.—Edn., dated the 4th August 1919.)

3. **Corporal punishment.**—Corporal punishment should be used—

(*a*) In the case of grave offences which not are serious enough to merit expulsion: instances of such grave offences are insubordination, lying, cheating, bearing false tales about others, making false excuses.

(*b*) In the case of a continued repetition of minor offences, which minor punishments have failed to check.

Note.—(1) When the cane is resorted to, it should be so administered as to inflict pain only without bodily injury. *See* **also note (II) to rule 1 of this section.**

(2) The cane should be used only by the Head of the institution and never on the spur of the moment.

4. **Fines.**—Fines should be inflicted—

(*a*) In cases where guardians of the pupil are partly to blame, e. g., in cases of late or irregular attendance. It is within the power of guardians to see that their wards leave home in proper time.

Note.—Boys coming to school late but arriving within the first period should be fined half an anna unless there are any exceptional or special reasons to excuse their late attendance; those coming after the first period should be marked absent. For absence without leave, fines are imposed according to rule 25, section III of this chapter.

(*b*) In cases where a master wishes to attract the notice of a guardian to a particular offence.

(*c*) In cases where damage has been done; the fines should in such cases be used to pay the cost, or part of the cost, of repairing the damage.

5. **Detentions and Impositions.**—Detentions and impositions should be used in cases of idleness, inattention, neglect of work and other technical offences against school discipline.

6. In the use of detention the following points should be noted:—

(*a*) If pupils are put into a detention class, they must be given a definite task to do during the period of detention.

(*b*) The class must be in charge of a master who is capable of keeping strict discipline, and of seeing that the pupils do their appointed tasks properly.

7. **Impositions.**—Impositions when given should be of such a nature as to require intelligent work. Except in cases where the object is to teach correct spelling, pupils should not be required to write out certain phrases or series of words in a mechanical way.

8. **Other punishments.**—A master will often be able to impose other punishments which will be more suitable to certain offences than the punishments which have been mentioned above. When this is done, these three considerations should be borne in mind:—

(*a*) The punishments must never be in any way cruel.

(*b*) A punishment which will occupy a pupil in the open air will be more beneficial than a punishment which confines him in a class-room.

(*c*) When possible, the punishment should take the form of some useful occupation.

9. **Remonstrance.**—Before a teacher turns to punishment he will naturally commence with remonstrance and reasoning and will show his disapproval, which may in itself suffice to meet the case. A warning in many cases will be found to be sufficient, especially if it is accompained by entry of the boy's name in the conduct register.

10. **Conduct of students at public meetings.**—If a student of a Government or aided institution so conducts himself, or herself, at any public meeting as to bring undesirable notoriety upon the institution in which he or she attends, or engages in political agitation in such a way as to interfere with the corporate life and educational work of the institution, or indulges in picketing or open violence, such action will be deemed a breach of discipline and will be dealt with by the Head of the institution in accordance with the ordinary rules.

(G. O. No. 660T.—Edn., dated the 19th June 1930.)

11. **Treatment of students who take part in strikes and hartals.**—Disciplinary action should be taken against the ringleaders as well as those who take an active part in picketing. Every effort should be made to ascertain the names of students who, for the purpose of dissuading students from attending school for college, peckel their own or other educational institutions.

Students who remain absent from school or college and whose continued absence, after due warning, is in the opinion of the Head of the institution unjustifiable, should have their names struck off the rolls or be dealt with in such other way as the Head of the institution thinks fit.

The initiative in taking such disciplinary action and the award of individual punishment will remain with the Head of the institution, but if mass punishment is considered necessary, the matter must be reported to the Managing Committee or Governing Body.

It is undesirable to close an institution, as students who are willing to study are entitled to the best efforts of the authorities to enable them to do so. Government have, therefore, decided that only in cases where there is a serious danger of violence, should Heads of institutions take the responsibility of closing schools or colleges. In such cases an immediate report of the action taken and the reasons for it should be submitted to the Director of Public Instruction.

In all other cases Government and aided schools or colleges should be kept open until orders of the authorities are received.

(G. O. No. 660T.—Edn., dated the 19th June 1930.)

12. **Conduct of teachers in aided institutions.** (*Vide* paragraph 54, Chapter III).

B. Rewards and Prizes.

13. **Rewards.**—The distribution of rewards must generally be based upon marks and these marks should represent the opinion of more than one master.

14. **Prizes.**—Prize grants of Rs. 120 and Rs. 60 are allotted annually to each Government High school and Government Middle school, respectively, but Inspectors and Inspectresses are authorized to redistribute these allowances among the institutions under their control and the Director is also authorized to redistribute or increase allotments for prizes by reappropriation, if necessary. No prize grants are made to Government Primary schools.

15. Each grant is to be devoted to prizes in the proportion of two-thirds for class subjects and one-third for good conduct, regular attendance, cooperation with teachers, monitorships, etc.

16. In selecting prize books, due regard should be paid to the age and intelligence of students in the classes in which they are awarded and other similar consideration, so that the prize winners may really profit by the books awarded to them. A considerable proportions of the books for the higher classes may be of the nature of biographical studies and others may deal with travels and similar subjects.

17. The prize winners should be treated as forming the most important section of the persons who are present at the prize-giving ceremony. They should, therefore, be given a prominent position in the Hall in which the distribution takes place.

Section III.—Rules for the Admission, Withdrawal, Promotion, Leave and Fees of Pupils in Government and Aided Schools and other Schools recognised by the Department.

(Approved in Government Orders No. 3587 Edn., dated the 28th August 1920, and No. 4111 Edn., dated the 8th November 1930.)

1. **School year.**—The school year corresponds with the calendar year. There are three terms in the school year :—

(*a*) From the beginning of January till the end of the summer vacation.

(*b*) From the end of the summer vacation till the end of the Durga Puja vacation.

(*c*) From the end of the Durga Puja vacation till the end of the Christmas holidays.

2. **Age-limits.**—No pupil may be admitted to a school who has not attained the age of 5 years, and pupils over 20 years of age should not be allowed to remain in a school unless there is special reason for their retention. The decision as to whether the reason is sufficient or not shall rest with the Headmaster.

Admission.

3. **Conditions of first admission.**—No pupil shall be admitted into a recognised school for the first time unless an application for his admission is made, in writing or in person, by his parent or guardian. This application shall be made in the prescribed form (vide Appendix A of this Section).

In the case of a personal application, a written application may be made out by, or in the presence of, the Headmaster, and the signature or thumb impression of the applicant affixed in his presence.

A pupil who has not previously studied in any school, seeking admission to class V or any higher class of a secondary school, may be admitted within the first or second term, but not after the Durga Puja vacation, and it is within the power of the Headmaster to refuse admission to a candidate, otherwise qualified save at the beginning of the school year (vide rule 11). The Headmaster should make careful enquiries into the antecedents of the pupil, and admit him to the class for which he is found fit after an examination test.

When the admission of a pupil is to class V or any higher class of a Middle English, Middle Vernacular or High English School, the name of such candidate shall be indicated in the admission register by a red asterisk, the date on which, and the class into which, he is admitted also being written in red in the same register. Inspecting officers should give special attention to such pupils at the time of their inspection.

4. **Conditions of admission on transfer.**—No pupil who has previously attended a recognised school shall be admitted to another, except on production of a leaving certificate (see Appendices B and C) from his former school. In addition to a leaving certificate, a pupil from a High English School should bring to the school to which he is admitted a report register in the form given in Appendix D, showing the career of the pupil from the time when he joined a High English School to the time when he left the school

issuing the leaving certificate. Each High English School will maintain a record of the career of each pupil in this form from the time when he joined a High English School, and the record will be handed on to the pupil along with the leaving certificate.

NOTE.—Leaving certificates from unrecognized schools cannot be accepted. Transfers from such schools to recognized schools shall, for the purposes of these rules, be regarded as first admission to the latter. Pupils coming from an unrecognized school shall be examined by the Headmaster to determine what class they are fit for.

5. **Admission test.**—Every applicant for admission should be subjected to a regular test of his fitness for the class to which admission is sought, and he shall not be admitted unless the Headmaster is satisfied about the fitness of the boy for the class.

6. **Admission into same class as leaving certificate indicate.**—Subject to rule 7, a pupil coming with a leaving certificate from another recognized school shall not be placed on admission in a class higher than that which is equivalent to the class in which he was reading at his former school unless—

(*i*) his leaving certificate states that he had passed the annual examination for promotion, in which case he may be placed in the next higher class; if, however, it is found after examination that he is not fit for that class, the Headmaster shall place him in the next lower class, i.e., the class in which he was reading in his former school;

(*ii*) he has been absent from school for not less than one year and his parent or guardian can produce reliable proof that he received adequate instruction during such absence from school: in such a case, the Head Master may place the pupil in a higher class if, after an admission test, he finds the pupil fit for such higher class. The name of any boy so dealt with should be indicated in the admission register by a red asterisk, and the date on which, and the class into which, he is admitted should also be written in red in the same register. Inspecting officers should give special attention to such pupils at the time of their inspection.

NOTE.—Pupils producing leaving certificates from class IV of Primary Schools and Maktabs shall not be admitted to class V of a Secondary School, unless they can produce evidence that they have passed the Primary (Maktab) Final Examination of the Education Department.

7. **Admission of students from Vernacular Schools to English Schools.**—Pupils seeking admission to a Middle English or High English School from a Middle Vernacular or Primary School or Maktab shall be allowed admission into the class to which they are entitled under rule 6, provided they have acquired a knowledge of English sufficient to enable them to take their place in the English class or special facilities are afforded them for the study of English, so that they might make up their deficiency before the next promotion examination.

8. **Admission of pupils who have twice failed.**—Subject to rule 2, there is no objection to the admission to any school of a boy who has twice failed to obtain promotion from any class in another school.

9. **Admission into Government and Aided High Schools.**—In order to systematise the methods of admission to Government and Aided High Schools, the following rules are laid down for the guidance of Head Masters. They should be held to supplement the foregoing rules, and their observance will be one of the conditions for the continuance of grant-in-aid :—

(*a*) As soon as promotions are announced, a list showing the probable number of vacancies in each class should be posted on the school notice-board.

(*b*) Applications for admission should reach the Head Master not later than 5th January of each year.

(*c*) Applications should be duly entered in a register in order of their receipt.

(*d*) A certain percentage of vacancies must be reserved for Muhammadans. (This percentage should be fixed by the Head Master with due regard to local circumstances, and will be subject to the approval of the Inspector of Schools.)*

(*e*) A written admission test in all cases should be held not later than 7th January.

(*f*) If applications from Muhammadans for all the reserved vacancies have not been received by the Head Master by the date fixed, the remaining vacancies shall be open to boys of other communities.

(*g*) The vacancies not reserved shall first be filled by the most successful candidates (Hindu and Muhammadan) at the admission test.

(*h*) The reserved vacancies shall then be filled by Muhammadans coming next to the Muhammadans selected under clause (*g*) to the extent required to bring the number of Muhammadans admitted to the school [including those selected under clause (*g*)] up to the percentage fixed under clause (*d*).

(*i*) Any of the reserved vacancies which may remain after the percentage has been reached shall be filled by the candidates, either Hindu or Muhammadan, coming next on the list to those already selected under clauses (*g*) and (*h*).

NOTE.—Clause (*i*) applies only to Aided High Schools.

10. **Date of admission into Primary Schools or Maktabs.**—A pupil may be admitted to a Primary School or Maktab or to the Primary Department of a Secondary School at any period of the school year.

11. **Date of admission into Secondary Schools.**—Subject to rules 3 and 12, a pupil may only be admitted or readmitted into the Secondary Department of a recognised school during the first six weeks of the school year (i.e., up to the 15th February), provided that a pupil whose change of school or

*The words in brackets apply only to Aided High Schools.

temporary absence from school has been necessitated by ill-health or by change of residence on the part of the parent or guardian with whom he resides, or by the abolition or closure of his former school, may be admitted or re-admitted during any month of the school year (vide rule 1).

Pupils who have failed in the Matriculation Examination shall be regarded as commencing a school year on 1st July, and may be readmitted within the date prescribed by the Calcutta University.

12. **Conditions of readmission.**—A pupil whose name has been struck off the rolls on account of non-payment of fees may be readmitted at the commencement of any month during the year at the discretion of the Head Master, provided he makes payment of all dues required under rule 26 (*ii*). A pupil whose name has been struck off under rule 25 for absence without leave shall not be considered for readmission, unless he offers in writing an explanation signed or countersigned by his parent or guardian. On receipt of such explanation, the Head Master has discretionary power to refuse readmission or he may permit readmission under the rules regulating admission. The decision as to the sufficiency of the excuse will lie with the Head Master.

Leaving certificates.

13. **Applications for leaving certificates.**—An application for a leaving certificate must be made to the Head Master by the parent or guardian of a pupil in person or in writing within one month of the date from which he wants to leave the school. In the case of a school which has ceased to exist without the issue of leaving certificates, the parent or guardian should apply to the Inspector or Inspectress in the case of High Schools and to the District Inspector or Assistant Inspectress in the case of Middle and Primary Schools or Maktabs, through the Head Master of the school to which transfer is sought, for sanction to the admission to that school, and the former shall be competent to sanction the admission.

NOTE.—No fees should be charged for the grant of a leaving certificate if application for it is made within the period prescribed in this rule. When, however, this period is exceeded, a fee of Re. 1 in the case of High Schools and of annas 8 in the case of Middle Schools shall be charged. In case of loss of a leaving certificate, a duplicate copy may be issued on payment of a fee of Rs. 2. The Head Master receiving such a duplicate copy will make such enquiries as are possible to find out where the holder has been during the time which has elapsed between the date of withdrawal from his previous school and the date of issue of the duplicate copy. Such duplicate copies should be clearly superscribed "Duplicate."

In Primary Schools or Maktabs, no fee shall be charged for the grant of a leaving certificate, whether application for it is made within the prescribed period or not, but the grant of a duplicate copy of any such certificate shall only be made on payment of a fee of Re. 1.

14. **Grant of leaving certificates.**—The authority to whom a proper application for a leaving certificate is addressed must grant the certificate within three days, or if he thinks fit to withhold the certificate, he must state in writing the reasons for his refusal to the applicant. Copies of all leaving certificates issued must be kept in the school records.

15. **Reasons for which leaving certificates may be withheld.**—A leaving certificate for which proper application has been made can only be withheld for the following reasons :—

(1) If the pupil is leaving the school for disciplinary reasons, i.e., owing to rustication or expulsion or in order to avoid punishment.

(2) If the school fees or other dues of the pupil are not fully paid.

NOTE (*i*).—In the former case, no leaving certificate should be issued to a pupil against whom a rustication order is operative until after the expiry of that order ; but in such cases the penalty prescribed in the note to rule 13 shall not be imposed.

(*ii*) In the latter case, if the dues are paid within three months of the pupil's withdrawal, the leaving certificate should be granted. If the dues are paid after three months, an additional fee should be levied before the leaving certificate is granted. This fee shall be at the rate of Rs. 2 and Re. 1 per mensem, subject to maxima of Rs. 10 and Rs. 5, in the case of High and Middle Schools, respectively. In Primary Schools or Maktabs no leaving certificate should be granted to a pupil until his school fees and other dues, if any, have been paid in full, but no penalty for delays in payment should be imposed in such schools.

(*iii*) When a pupil has held a scholarship or fee remission under express stipulation in writing signed by the pupil and his or her father or guardian to make refund, in case of withdrawal from the school, of amounts drawn by or remitted to him or her the leaving certificate should be withheld until the sums due under the said stipulation have been repaid.

(G. O. No. 72T.—Edn., dated the 14th September 1939.)

16. **Appeal against refusal of leaving certificate.**—If a leaving certificate is refused, an appeal shall lie to the Inspector or Inspectress in the case of High Schools and to the District Inspector or Assistant Inspectress in the case of Middle and Primary Schools or Maktabs and the decision of the inspecting officer shall be final.

Promotions.

17. (*i*) The promotion of pupils from one class to the next higher class shall be made at the end of the School year before the school is closed for the Christmas holidays, and shall be determined mainly by the results of an examination called the " Annual Examination " to be held at that time.

(*ii*) All answer books and records on the basis of which promotions are made shall be preserved for at least twelve months after the annual examination, and it shall be the duty of the Inspector to look into all cases in which there is any suspicion of irregularity or undue generosity in promotion.

18. **Promotions in Primary Schools.**—In Primary Schools or Maktabs the promotion of pupils from class to class rests entirely with the Head Master who should, for this purpose, hold an annual examination at the end of the school year. The results of this examination should be announced not later than seven days before the commencement of the Christmas holidays.

19. The Head Master of every school shall hold annually a " Test Examination " of pupils in Class X of his school and of such other candidates as may be directed either by the Inspector or by the University to appear at the examination, and only those who pass this examination shall be permitted to sit for the Matriculation Examination of the University.

(G. O. No. 1852Edn., dated the 16th April 1935.)

20. **Failure in more than one subject.**—No pupil should normally be considered for promotion who fails in more than one subject.

21. **When average marks to be considered.**—If a pupil fails in one subject or not more than two subjects but passes in the aggregate, the question of his promotion, or of his appearance at the Matriculation Examination, may be determined by the average of the marks secured by him in those subjects in the periodical examinations of the year.

22. **Failure at test examination.**—A pupil who has failed at the test examination of any school shall not be sent up for the ensuing annual or supplementary Matriculation Examination, as the case may be, either as a pupil of another school or as a private candidate.

23. **More than two years in one class not allowed.**—A boy should not be kept for more than two years in any class of a Secondary School. When a boy fails to obtain promotion at the end of his first year in a class, his father or guardian should be informed of his weakness so as to enable him to take steps to effect the necessary improvement, but he may be asked to withdraw the pupil if no improvement ensues within a reasonable time.

NOTE.—Head Masters may make exceptions to this rule in cases where vacancies exist in a class for which there is no applicant. In cases where vacancies exist but the number of applicants exceeds the number of vacancies, Head Masters may allow a candidate, who has twice failed, to compete with the new applicants for the vacancies, provided the failed student concerned is a desirable member of the school on other grounds.

Leave.

24. **Leave to be applied for in writing.**—Formal leave will be granted by the Headmaster on receipt of a satisfactory written letter of excuse, duly signed or countersigned by the father or guardian of a pupil or by the Superintendent of a hostel in the case of a boarder. The decision as to whether the excuse is satisfactory or not will lie with the Head master. Such permission will entitle the pupil to be marked as *on leave*, not as *present*. Leave may, at the Headmaster's discretion, be granted with retrospective effect if application be made within seven days of the commencement of the absence. If a pupil absents himself without leave for 15 days consecutively, the Headmaster may strike his name off the roll at the end of the calendar month within which this period lapses, provided due warning has been issued by him to the parent or guardian of the absentee at least three clear days before such action is taken. A pupil whose name is thus struck off will be liable to pay fees, together with fines for absence for the period of his absence without leave. The case of a pupil whose name is struck off the roll for non-payment of his dues is dealt with in rule 12.

NOTE.—This rule should not apply to Primary Schools.

25. **Penalty for absence without leave.**—Penalty for absence without leave shall ordinarily be fine, provided that in any case a Headmaster may, and in cases where he has reason to suspect concerted absence without leave on the part of pupils, shall as a rule, deal with the case by striking off names from the school roll on or before the third day of their absence.

In the case of pupils of High and Middle English Schools, the fine for absence should not be less than one anna for each day or part of a day, the actual amount of fine being determined by the Headmaster. In the case of

pupils of Middle Vernacular Schools, such fine should not exceed one anna for each day or part of a day. In both cases where the absence is in continuation of (before or after) a vacation or holiday, the fine should be doubled.

Fines on account of absence without leave shall not be imposed in Primary Schools or Maktabs.

Fees.

26. (*i*) A pupil on first admission into a Secondary School shall be charged an admission fee equivalent to the monthly fee of the class to which he is admitted. Besides admission fee, he must pay tuition fee from the beginning of the year in which he is admitted.

An admission fee of the same amount shall also be charged when a pupil is admitted on transfer. He shall also be required to pay tuition fee for the month in which he is admitted, but if he has already paid such fee in his former school, he shall not be required to pay it again in his new school.

(G. O. No. 1659 Edn., dated the 30th March 1935.)

NOTE.—Sons and wards of Government officers (including employees of State Railways) whose application for admission is due to the transfer of their parents or guardians are exempt from the payment of an admission fee in Government schools. Government scholarship-holders are required to pay the same admission fee as other pupils.

(*ii*) If a pupil applies for readmission after his name is struck off the roll, a readmission fee shall be paid equal to that of the tuition fee leviable for the period of absence plus any other dues which might be payable had he been a student, plus all arrears and additional fees as otherwise provided in the rules.

Pupils who temporarily suspend their studies and withdraw their names with due notice on account of ill-health or other sufficient reasons shall on readmission be exempted from such payment. The decision as to whether the reason is sufficient or not shall rest with the Headmaster. On their return to school, they will be required to pay an admission fee as under rule 26(*i*).

NOTE.—See also rule 27 (*v*).

(G. O. No. 1659Edn., dated the 30th March 1935.)

27. **Tuition and other fees.**—(*i*) Tuition fees and other dues should be charged from students for the whole year whether a pupil attends for the full twelve months or not, but in the case of pupils who have appeared and failed in the Matriculation Examination, all dues shall be payable from the 1st July. In the case of pupils seeking admission with a leaving certificate, tuition fees and other dues should not be charged for the month for which such dues have been paid in the former school.

(*ii*) Tuition fees are payable in monthly instalments, and a full month's instalment shall be charged whether a pupil is in an institution for the whole or part of a calendar month.

(*iii*) A pupil who leaves one recognized school to join another within the same session shall be required to pay tuition fees and other dues for the period intervening between the date on which he left his former school and the date on which he joins his new school, unless he is exempted from such payment by the Headmaster of his new school. Such exemptions should not be granted as a matter of course and should only be allowed when the delay in joining the

new school can be shown to have been unavoidable owing to ill-health or other sufficient reason. The decision as to whether the reason is sufficient or not shall rest with the Headmaster.

(*iv*) When, however, a pupil leaves a recognized school within one session and does not join another until a later session, the penalty prescribed in rule 27 (*iii*) shall not be enforced unless the pupil seeks admission into a class higher than that in which he was in the school he last read. He shall only be required to pay fees and other dues from the beginning of the session in which he joins the latter school.

NOTE 1.—A receipt should be given to each pupil for any payment made by him.

NOTE 2.—Rules 27 (*iii*) and 27 (*iv*) shall not apply to Primary Schools or *Maktabs*. In such institutions, tuition fees and other dues, if any, shall be payable for each calendar months as prescribed in rule 27 (*ii*), but pupils of them shall not be required to pay tuition fees and other dues, if any, for any complete calendar month during which they have not read in any institution. Rules 27 (*iii*) and 27 (*iv*) shall, however, apply in the case of the Primary Departments of Secondary Schools.

(*v*) No fee for admission should be levied from a student who has failed at the preceding Matriculation Examination, if he applied for admission to the school from which he was sent up within a week of the date from which the session for such students begins.

NOTE.—The session for such students begins on the 1st July.

A student who after having paid his examination fee is prevented by sickness or other cause from appearing at the preceding Matriculation Examination should join a school within one month of the date of the examination and pay fees and other dues from the month in which he rejoins.

28. **Dates of payment.**—Tuition fees are payable in advance on the 1st of each month or, if the school is not open on that day, on the day on which reopens. Other dues shall be payable on dates fixed by the Headmaster, provided that all shall be collected by the 15th of each month. If the first fifteen days of any month fall within a vacation, the dues for that month must be paid at the same time as the dues for the previous month.

29. **Penalties for non-payment of fees due.**—(*i*) A fine of one anna shall be levied for each day that an instalment is outstanding after the 15th of each month. Fines for delay in the payment of tuition fees shall not be levied for holidays and vacation immediately preceding the date of payment of the dues. If any dues, including fines, be not paid on or before the first working day of the next month, the pupil's name shall be removed from the register on that day.

NOTE.—This rule applies in its entirety to High Schools only, but in the case of backward class boys reading in such schools, as also in the case of pupils in Middle English and Middle Vernacular Schools, the fine should be levied at a rate not exceeding half an anna a day, and the period of default should be reckoned from after the 25th of the month in which the fee was due up to end of the month. Default fines should not be levied on pupils in Primary Schools or *Maktabs*.

(*ii*) The application of a student for permission to appear at the Matriculation Examination of the University of Calcutta, or of the High School Examination of the Board of Intermediate and Secondary Education, Dacca, must not be forwarded to the Registrar or the Secretary until he has paid all sum due to the school in which he has been reading, including fees up to the end of the month within which the first day of those examinations falls.

30. **Refund on transfer of amount of scholarships drawn or of fees remitted.** —When a scholarship is granted or fees are remitted to a pupil, he or she may be required to sign an agreement, to be signed also by his or her parent or guardian, to the effect that if he or she leaves the school within a stated period, he or she shall refund the amount drawn by or remitted to him or her during the school session in which he or she leaves.

(G. O. No. 72 T.—Edn., dated the 14th September 1939.)

Miscellaneous.

31. **False documents.**—If a pupil be found to have produced a false document or to have made a false statement as to his attendance at any school, he shall be reported to the Inspector of Schools who shall award such punishment as he deems fit, including fine, corporal punishment, rustication or expulsion.

32. **Disputes.**—All questions arising with regard to the interpretation of these rules shall be referred to the Inspector (or Inspectress) of Schools whose decision shall be final.

33. **Transgressions and evasions of the rules.**—Wilful transgression or attempted evasion of any of these rules will render a school liable to withdrawal of recognition and to forfeiture of right of sending up candidates for the Scholarship Examinations and also to the loss of any grant-in-aid which it may be receiving from public funds. In the case of a High School, it will be further liable to be reported to the University.

APPENDIX A.

(Form of application for admission to a recognized school.)

1. Boy's name.....

2. Father's name, occupation and address.....

3. Guardian's name, occupation and address.....

4. With whom the boy lives..... .....

5. Date of birth.....

6. Age on the date of application (to be recorded in years and completed months, calculated according to the English method).....

.....

I solemnly declare that the above particular about.....

.....are true and correct, and that he has not previously read in any school.

Signature of father or guardian.

Date.....

NOTE.—The Head Teacher may, at his discretion, require that the application should be attested by some responsible person known to him.

APPENDIX B.

(Form of leaving certificate for Vernacular Schools.)

Certified that ....., son of ...., an inhabitant of village ....., in thana ....., and in subdivision..... of the district of....., was in class..... of the.....School up to.....* and left with a.....character.

His age on that date is believed to have been.....† All sums due to the school have been paid.

The date of his promotion to the.....class was .....and he.....‡passed the annual examination for promotion at the time of leaving.

Remarks on the pupil's progress.....

Head Teacher.

Date.....

.....*School.*

(Government or District Board, or Municipality.)

(Aided by Government or District Board or Municipality.)

(Unaided.)

Village.....

P. O. .....

District .....

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*Date on which name struck off the roll.
†In words and figures.
‡Enter here "had" or "had not," as the case may be.

APPENDIX C.

(Form of Leaving Certificate for High and Middle English Schools.)

Certified that..... , son/daughter of....., an inhabitant of....., in the district..... left the.....school on..... His/Her date of birth as recorded in the Admission Register was.....19.... His/Her age at the date, according to the Admission Register, was..... .....years .....months.....days. He/She was reading in the.....Class and.....*passed the Annual Examination for Promotion to the.....Class. All sums due by him/her have been paid, *viz.*, fees and fines up to..... (date).

Character .....

Reasons for leaving—

(*i*) Unavoidable change of residence.

(*ii*) Ill-health (this reason shall only be given if it is, in the opinion of the Headmaster, well founded).

(*iii*) Abolition of closure of school.

(*iv*) Completion of the school course.

(*v*) Minor or private reasons (including all reasons other than the foregoing). If failure to secure promotion has been put forward as reason or is considered by the Headmaster to be the real reason, the fact should be noted here.

Headmaster.

Date.....

.....School.

(Government or District Board or Municipality.)

(Aided by Government or District Board or Municipality.)

P. O.....

District.....

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*Enter here "had" or "had not" as the case may be.

(G. O. No. 5014 Edn., dated the 27th August 1938.)

APPENDIX D (I).

Periodical Progress Report for Government and Aided Schools for Boys.

-School.

This report is to be returned to the Headmaster with countersignature of the pupil's parent or guardian.

Name of pupil- Class-

Number in class 1st period 2nd period 3rd period

Place in class 1st period 2nd period 3rd period

Report for the year ending 19

Subjects.	Maximum marks.	Pass marks.	Marks obtained.			Headmaster's remarks.
			1st period.	2nd period.	3rd period.	
1. English						First term.
2. Second Language ..						
3. Mathematics ..						Second term.
4. Vernacular						
5. History						
6. Geography						
7. Drawing and Clay Modelling.						Third term.
8. Dictation and Handwriting						
9. Manual Training ..						
10. Science						
11.						
12.						

Date- *-19* *Signature of Headmaster.*

Head Master's Report.

	1st term.	2nd term.	3rd term.	General remarks by Headmaster.
I. Physical Records*—				
(*a*) Height				First term.
(*b*) Weight				
(*c*) Chest				
(*d*) Eyesight				
(*e*) Teeth				
(*f*) General				
				Second term.
II. Drill				
III. Games				
IV. Scouting				
V. Conduct				
VI. Attendance—				
(*a*) Number of working days in the term				
(*b*) Number of days the pupil attended				Third term.
(*c*) Number of days the pupil was late.				

*To be filled up only in schools where arrangement for medical inspection has been made.

First term———— Second term———— Third term--

Date- *-19* *Signature of Parent or Guardian.*

APPENDIX D (II).

Periodical Progress Report for Government and Aided Schools for Girls.

———————————School.

To be returned to the Head Mistress with the countersignature of the pupil's parent or guardian.

Name of pupil- Class-

Number in class 1st period / 2nd period / 3rd period

Place in class 1st period / 2nd period / 3rd period

Report for the year ending- -19

Subjects.	Maximum marks.	Pass marks.	Marks obtained. 1st period.	2nd period.	3rd period.	Head Mistress's remarks.
1. English						First term.
2. Mathematics ..						
3. Second Language ..						
4. Vernacular						Second term.
5. History						
6. Geography						
7. Science						
8. Hygiene and Domestic Economy						Third term.
9. Needle-work ..						
10. Brush-work ..						
11. Drawing						
12. Dictation and Hand-writing						
13. English Conversation and Reading						

Date- *-19* *Head Mistress.*

Head Mistress's Report.

	1st term.	2nd term.	3rd term.	General remarks by Head Mistress.
I. Attendance—				
(*a*) Number of working days in the term				First term.
(*b*) Number of days in the term the pupil attended ..				
(*c*) Number of days the pupil was late				
II. Conduct				
III. Games and athletics ..				
IV. Other school activities ..				Second term.
V. Drill				
VI. General physique*				
VII. Chest measurement* ..				
VIII. Height*				Third term.
IX. Weight*				
X. Teeth*				
XI. Eyesight*				

*To be filled up only in schools where arrangement for medical inspection has been made.

First term- Second term- Third term—

Date- *-19* *Signature of Parent or Guardian.*

Section IV.—Fees and Free-studentships.

1. **Fee rates for Government Schools.**—The rates of fees in Government Schools vary as complete uniformity is impracticable owing to variations in local conditions. They are sanctioned by Government.

2. **Athletic and other fees.**—Compulsory fees for athletic and other school activities, e.g., common-rooms, magazines, etc., up to an annual amount not exceeding the monthly amount which a pupil pays for instruction may be levied by the Director or the Managing Committees of Government High Schools.

(For levy of such fees, see paragraph 104, Chapter XIV, page 524.)

3. **Levy of fees for supplies of ink.**—The supply of ink to pupils of Government High and Zilla schools was authorized in 1921 when it was also decided that the cost should be met by the levy of a uniform monthly fee of six pies per head from the pupils of those schools.

(G. O. No. 1963, dated the 9th September 1921.)

4. **Levy of punkha fees.**—With effect from the 1st April 1921 a punkha fee is levied annually on all students in Government Secondary schools and Madrasahs in the Province. The rate of fee is not uniform owing to the fact that circumstances vary in different localities.

(G. Os. No. 3363 Edn., dated the 17th November 1925, and No. 1112-Edn., dated the 19th March 1930.)

The annual punkha fee payable by students of Government Secondary Schools and Madrasahs should be realised in one instalment in April every year. In the case of students who join Schools or Madrasahs after April and who have not paid such fee in any other school this fee should be realised at the time of admission.

(G. O. No. 3475 Edn., dated the 19th August 1930.)

5. **Free-studentships.**—The rules for the award of free-studentships in Government and Government-aided schools are as follows:—

(1) (*a*) Free-studentships in Government schools under the control of Managing Committees are awarded by the Committee.

(*b*) The Inspector and the Inspectress of Schools control the award of free-studentships in Government schools for boys (including mized schools) and Government schools for girls, respectively, which are not under Managing Committees.

(2) Teachers in Government schools, drawing salaries not exceeding Rs. 75 a month, are allowed the privilege of educating, in Government schools one child free and one child at half the usual rate of fees, Head Masters or Head Mistresses may grant these concessions.

(3) Government pensioners (other than menials) who have retired from service in the Department, and whose pensions do not exceed Rs. 35 a month, may be allowed the same privileges as teachers in Government schools. The concessions may also be extended to the orphans of officers who died in the service of the Department while in the receipt of pay not exceeding Rs. 75 a month; and also to the orphans of pensioners of the Department (other than menials) who were drawing pensions not exceeding Rs. 35 a month.

(4) In Government as well as in Government-aided schools the numbers of non-Muhammadan and Muhammadan free-students will ordinarily be 5 per cent. of their respective enrolments, excluding free places granted in terms of the two preceding rules as well as scholarship-holders who have been granted free tuition.

(5) In view of the backwardness of the Moslem community, Muhammadan pupils in Government as well as in Government aided schools will be allowed additional free places (over and above those provided for in the preceding rule) up to a limit of a further 10 per cent. of their own enrolment.

(6) No pupil shall be eligible for a free-studentship who is above the age-limits prescribed below on the 1st January of the year in which the award is made*—

Class	Age-limit for free-students. Years.
X	16
IX	15
VIII	14
VII	13
VI	12
V	11
IV	10
III	9

(7) Boys above these age-limits, who have already been awarded free-studentships, may be allowed to enjoy these privileges so long as they fulfil the condition laid down in rule (8) below.

*NOTE.—The age-limit is raised by two years in the case of Bhutea, Lepcha and Nepali boys in the Government High Schools in Darjeeling.

(G. O. No. 386T.—R., dated the 28th September 1922.)

(8) Free-studentships are awarded on conditions of good conduct and satisfactory progress as determined by school examinations.

(G. O. No. 639T.—Edn., dated the 10th October 1917.)

(G. O. No. 1780 Edn., dated the 6th July 1925.)

(G. O. No. 140 T.—Edn., dated the 18th April 1929.)

Section V.—Special rules for Government secondary schools.

1. Rules for the Managing Committees of Government High Schools.—

(G. O. No. 1124 Edn., dated the 23rd August 1918.)

(1) The Managing Committee of a Government High school shall be composed of the following members:—

(i) The District Magistrate (Subdivisional Officer when the school is not at a district headquarters), *President*.

(ii) The Head Master/Mistress, *Vice-President* and *Secretary*.

(*iii*) An elected representative of the teaching staff, other than the Head Master/Mistress.

(*iv*) & (*v*) Two non-official members representative of the parents and guardians of the school pupils.

(*vi*) (*a*) (Boys' schools)—An official other than an inspecting officer of the Education Department.

(*b*) (Girls' schools)—A European or Indian lady interested in female education.

[NOTE.—The Principal, Presidency College, the Principal, Sanskrit College, the Principal of the Calcutta Madrasah, the Principal of the Bethune College and the Principal, David Hare Training College, shall take the place of the District Magistrate in the Committees of the Hindu and the Hare Schools, Calcutta, the Sanskrit Collegiate School, the Anglo-Persian Department of the Calcutta Madrasah, the Bethune Collegiate School and the Ballygunge Government High School, respectively. References in these rules to the District Magistrate should be held to apply to these officers. In the case of Armanitolla High School at Dacca, the Principal, Training College, Dacca, will take the place of the Head Master as Vice-President, and the Principal, Dacca Intermediate College, the Principal Jagannath College, the Inspector of Schools, Dacca Division, and the Vice-Principal, Training College, Dacca, will be *ex-officio* members in place of (4), (5) and (6) (*a*) above; the Commissioner of Dacca will be President.]

(2) The representatives of the parents and guardians of pupils shall be nominated by the Head Master/Mistress, subject to the approval of the District Magistrate. These nominations will be forwarded to the District Magistrate through the Subdivisional Officer if the school is not at district headquarters. The Magistrate will appoint the other members in consultation with the Inspector/Inspectress. If the Inspector/Inspectress disagrees with the Magistrate he/she may refer the case for decision to the Director of Public Instruction through the Commissioner. The decision of the Director of Public Instruction shall be final.

(3) The constitution of Managing Committees shall be published in the Gazette by the Magistrate.

(4) The members of a Committee who are not appointed *ex-officio* shall hold office for three years, but shall be eligible for reappointment at the end of that period. Members appointed during the three-year period will ordinarily hold office till the end of that period.

(5) The Committee shall meet at least three times a year, viz., at the commencement of the session, after the summer vacation and after the Puja vacation.

(6) Due notice of each meeting and of the business to be transacted shall be given by the Secretary.

(7) Three members shall form a quorum.

(8) The President shall have a casting vote.

(9) Ordinarily no business other than that of which notice has been given shall be transacted. Should any other business be transacted, an opportunity should be given to the absent members, if any, of re-opening the subject at a subsequent meeting to be held within such period not being less than a week, as the President may determine.

(10) The Secretary shall record the proceedings of the Committee in a proceedings book. The record of each meeting shall be confirmed at the subsequent meeting.

(11) The Committee shall be mainly an advisory body. The controlling officer of the school shall carefully consider all the recommendations of the Committee and shall refer for decision to the Director through the Commissioner any matter upon which he disagrees with both the Committee and the Commissioner. In particular the Committee shall be consulted and its wishes respected, as far as is consistent with the exigencies of the public service, in all cases of the transfer of teachers.

(12) The Committee shall control the award of free-studentships and the Mohsin stipends.

(13) The Committee shall deal with all schemes of development, especially those involving additional expenditure, leaving to the Head Master/Mistress the conduct, in accordance with the rules of the Education Department, of the current business of the school, such as the arrangement of classes, the settlement of routine, the annual examinations, the award of class promotions, the selection of candidates for the Matriculation Examination and all minor matters relating to school discipline and teaching. The Head Master/Mistress shall bring important matters to the notice of the President, who will decide whether they should be brought before a meeting of the Committee. In particular no pupil shall be rusticated or expelled except under an order of the Committee. Hostel and conveyance arrangements should ordinarily be discussed by the Committee.

(14) The members of a Committee are expected to take an active interest in the welfare of the school. Each member should visit the school at least three times a year. These visits shall be informal so as not to interfere with the working of the school. A visitor's book shall be kept in which members may record their opinions on the management of the school.

(15) The annual report of the school shall be considered and approved by the Committee before submission to the controlling officer of the school.

(16) If a male member of the Committee of a girls' school intends to visit a school, he should give timely notice to the Head Mistress of the school.

(17) Members, other than *ex-officio* members, who do not attend any meeting during a year shall cease to be members, and the Secretary shall report any such case to the District Magistrate, and shall inform the member concerned, that he has ceased to be a member.

N. B.—These rules do not apply to the Eden High School for Girls for which special orders have been issued in Government order No. 404T.—G., dated the 15th August 1916.

2. **Rules for the Managing Committees of Government Middle Schools.**—(1) The Managing Committee of a Government Middle school shall be composed of the following members:—

(i) An official who will ordinarily be the Subdivisional Officer, *President*.

(ii) The Head Master/Mistress, *Vice-President* and *Secretary*.

(iii) An elected representative of the teaching staff other than the Head Master/Mistress.

(iv) and (v) Two non-official members representative of the parents and guardians of the school pupils.

(vi) (*a*) *Boys' Schools*.—An official other than an Inspecting Officer of the Education Department.

(*b*) *Girls' Schools*.—A European or Indian lady interested in female education.

(2) The representatives of the parents and guardians of the pupils shall be nominated by the Head Master/Mistress subject to the approval of the District Magistrate. This nomination shall be forwarded through the Sub-divisional Officer to the Magistrate who will appoint the other members in consultation with the District Inspector (Superintendent in the case of a Middle English school attached to a Normal school)/Assistant Inspectress. The decision of the Magistrate shall be final.

(3) The members of a Committee who are not appointed *ex-officio* shall hold office for three years, but shall be eligible for reappointment at the end of that period. Members appointed during the three-year period will ordinarily hold office till the end of that period.

(4) The Committee shall meet at least three times a year, viz., at the commencement of the session, after the summer vacation and after the Puja vacation.

(5) Due notice of each meeting and of the business to be transacted shall be given by the Secretary.

(6) Three members shall form a quorum.

(7) The President shall have a casting vote.

(8) Ordinarily no business other than that of which notice has been given shall be transacted. Should any other business be transacted, an opportunity shall be given to the absent members, if any, for re-opening the subject at a subsequent meeting to be held within such period, not being less than a week, as the President may determine.

(9) The Secretary shall record the proceedings of the Committee in a proceedings book. The record of each meeting shall be confirmed at the subsequent meeting.

(10) The Committee shall be mainly an advisory body. The controlling officer of the school shall carefully consider all the recommendations of the Committee and shall refer for decision to the superior controlling officer through the District Magistrate any matters regarding which he disagrees with both the Committee and the District Magistrate. The superior controlling officer shall ordinarily refer to the Director any matters regarding which he disagrees with both the District Magistrate and the Commissioner. In particular, the Committee shall be consulted and its wishes respected, as far as is consistent with the exigencies of the public service, in all cases of transfer of teachers.

(11) The Committee shall control the award of free studentships and the Mohsin stipends.

(12) The Committee shall deal with all schemes of development, especially those involving additional expenditure, leaving to the head teacher the conduct, in accordance with the rules of the Education Department, of the current business of the school, such as the arrangement of classes, the settlement of routine, the annual examinations, the award of class promotions, and all minor matters relating to school discipline and teaching. The Head Master/Mistress shall bring important matters to the notice of the President, who will decide whether they should be brought before a meeting of the Committee. In particular, no pupil shall be rusticated or expelled except under an order of the Committee. Hostel and conveyance arrangements should ordinarily be discussed by the Committee.

(13) The members of a Committee are expected to take an active interest in the welfare of the school. Each member should visit the school at least three times a year. These visits shall be informal so as not to interfere with the working of the school. A visitors' book shall be kept in which members may record their opinions on the management of the school.

(14) The annual report of the school shall be considered and approved by the Committee before submission to the controlling officer of the School.

(15) If a male member of the Committee of a girls' school intends to visit a school, he should give timely notice to the Head Mistress of the school.

(16) Members other than *ex-officio* members, who do not attend any meeting during a year, shall cease to be members, and the Secretary shall report any such case to the District Magistrate and shall inform the member concerned, that he has ceased to be a member.

(G. O. No. 1123 Edn., dated the 23rd August 1918.)

3. **Rules for the Managing Committee of the Eden High School for Girls, Dacca.**—(1) The Managing Committee of the Eden High School shall be composed as follows :—

(*i*) Commissioner, Dacca Division, *President*

(*ii*) Principal, Dacca Eden High School for Girls, *Secretary*

(*iii*) Second Mistress, Dacca Eden High School for Girls } *Ex-officio.*

(*iv*) Inspectress of Schools, Dacca Circle

(*v*) A European lady

(*vi*) and (*vii*) Two representatives of the parents and guardians of the Hindu community.

(*viii*) One representative of the parents and guardians of the Brahmo community.

(*ix*) One representative of the parents and guardians of the Muhammadan community.

(2) The Committee shall be appointed by the Commissioner, Dacca Division, who shall publish the names of the members in the Gazette. The non-official members, (5) to (9), shall be appointed by the Commissioner in the following way :—

The representatives of the Hindu, the Muhammadan and the Brahmo communities shall be selected by the parents and guardians of the students of the school. The Commissioner of the Dacca Division shall call separate meetings of parents and guardians of the students of the three communities respectively in the school grounds. The representatives of the three communities shall be chosen at the meetings thus held under his Chairmanship, a ballot being resorted to, if in the opinion of the Chairman such course is desirable. One parent or guardian only in case of a ballot may vote in respect

of each student, an extra vote being enjoyed in respect of each student of the same family in excess of one. The European representative on the Committee will be nominated by the Commissioner.

NOTE.—(1) The representative of any particular community must both be a member of that community and the parent or guardian of a pupil of the school. Persons who are not guardians or parents should not be eligible for election.

(2) Parents or guardians who are of a different community from that to which their wards or daughters belong shall vote only for the representative of the community to which their wards or daughters belong.

(3) It should be understood, however, that these amendments will not affect the personnel of the present Committee.

(4) The members of the Committee who are not *ex-officio* shall hold office for three years, but shall be eligible for re-appointment at the end of that period. Members appointed during the three-year period shall ordinarily hold office till the end of that period.

(5) The Committee shall meet at least three times a year, viz., at the beginning of the session, after the summer vacation and after the Puja vacation.

(6) Due notice of each meeting and of the business to be transacted shall be given by the Secretary.

(7) Four members of the Committee shall form a quorum.

(8) The President shall have a casting vote.

(9) Ordinarily no business other than that of which notice has been given shall be transacted. Should any other business be transacted, an opportunity should be given to the absent members, if any, for re-opening the subject at a subsequent meeting to be held within such period, not being less than a week, as the President may determine.

(10) The Secretary shall record the proceedings of the Committee in a proceedings book. The record of each meeting shall be confirmed at the subsequent meeting.

(11) The Committee shall be mainly an advisory body. The Lady Principal shall consider all the recommendations of the Committee and shall refer for decision to the Director of Public Instruction through the Commissioner, any matters upon which she disagrees with the Committee. In particular the Committee shall be consulted and its wishes respected, as far as is consistent with the exigencies of the public service, in all cases of the transfer of teachers.

(12) The Committee shall control the award of free studentships and the remission of fees on the basis of contributions from the Mohsin Fund.

(13) The Committee shall deal with all schemes of development especially those involving additional expenditure, leaving to the Lady Principal the conduct, in accordance with the rules of the Education Department, of the current business of the school, such as the arrangement of classes, the fixing of the school routine, the annual examinations, the award of class promotions the selection of candidates for the Matriculation Examination and all ordinary matters relating to school discipline and teaching. The Lady Principal shall bring important matters including cases of rustication or expulsion to the notice of the President who shall decide whether they should be brought before a meeting of the Committee. Hostel and conveyance arrangements should ordinarily be discussed by the Committee.

(14) The members of the Committee are expected to take an active interest in the welfare of the school. Each member should visit the school at least three times a year. These visits shall be informal and shall not interfere with

the working of the school. A visitors' book shall be kept in which members of the Managing Committee other than those who are on the school staff are invited to record their opinions and impressions.

(15) The annual report of the school shall be considered and approved by the Committee before its submission to the Director.

(16) The Principal is the controlling officer of the school. The staff of the school and hostel are directly subordinate to her.

(17) The school is under the immediate supervision of the Director of Public Instruction. The Director shall appoint annually, in consultation with the Committee of Management, an Inspection Board of not less than three members to inspect and report on the school. The annual inspection shall be held towards the end of the school year. The Director of Public Instruction is authorized to order an inspection of the school whenever he considers that there is occasion for it and to employ for this purpose either a Board or a single individual.

[NOTE.—Under Government order No. 1762, dated the 4th December 1920, the Vernacular Training classes have been separated and re-organized on an independent basis under the complete control of the Inspectress of Schools, Dacca Circle. In terms of Government order No. 237 T.—G., dated the 7th June 1916, the Inspectress of Schools, Dacca Circle, is required to inspect the work of the English Training classes and to arrange for the examination of the students under training.]

(Government Orders No. 404 T.—G., dated the 15th August 1916 : No. 981-Edn., dated the 4th May 1921 : and No. 1485 Edn., dated the 18th July 1921.)

4. **Constitution of the Managing Committee of Dr. Khastagir's Girls' School, Chittagong.**—(1) The rules for the Managing Committees of Government High Schools (*vide* page 197) cover the case of this school subject to the modifications indicated below :—

(*i*) The Commissioner, Chittagong Division—*President.*

(*ii*) The Head Mistress, Chittagong Government School for Girls—*Secretary.*

(*iii*) A representative of the teachers.

(*iv*) and (*v*) Two representative Indian ladies.

(*vi*), (*vii*), (*viii*) and (*ix*) Four representative Indian gentlemen.

(*x*) A European lady.

(2) The Committee shall be appointed by the Commissioner, Chittagong Division. The non-official members shall be selected by the Commissioner after consultation with the Inspectress of Schools, Dacca Circle. A casual vacancy occurring in the currency of the term shall be filled up by the President.

(3) The constitution of the Managing Committee shall be published in the Gazette by the Commissioner.

(4), (5) and (6) The approved rules for the Managing Committees of Government High Schools will hold good.

(7) Five members shall form a quorum.

(8) To (17) The approved rules for the Managing Committees of Government High Schools will hold good.

(G. O. No. 1345Edn., dated the 22nd November 1917.)

5. **Constitution of the Managing Committee of the Vidyamoyee High English School for girls at Mymensingh** is as follows:—

(1) The District Magistrate—*President.*

(2) The Head Mistress—*Vice-President* and *Secretary.*

(3) An elected representative of the teaching staff other than the Head Mistress.

(4) and (5) Two non-official representatives of the parents and guardians of pupils.

(6) A European or an Indian lady, interested in female education.

(7) One Muhammadan representing the local Muhammadan Community.

(8) One Christian to represent the local Christian Community.

(9) and (10) Two Hindus representing the local Hindu Community.

(G. O. No. 3491 Edn., dated the 22nd July 1927.)

6. **Proceedings of meetings of Managing Committees.**—The proceedings of meetings of the Managing Committees of Government Secondary schools need not be forwarded to the Director unless they contain matters which should be brought to his notice.

7. **General duties of Head Master and Head Mistress.**—Subject to the advice and control of the Inspector or the Inspectress, the Head Master or the Head Mistress is responsible for the arrangement of the classes, the preparation of the time-tables, the conduct of annual examinations, the award of class promotion, the selection of candidates for the Matriculation Examination in the case of High Schools, and all matters relating to discipline. He or she will, however, refer to the Managing Committee cases of serious indiscipline which seem to merit rustication or expulsion, and, in any case in which delay may be undesirable, may suspend a student and report the occurrence to the Inspector or the Inspectress.

8. **Charge of school in vacations.**—The Head Master or Head Mistress is not ordinarily required to remain on duty during the holidays, but must not leave the station unless he or she has received the sanction of the Inspector or the Inspectress to make over charge of the school office to one of the members of the staff. Applications for such sanction should be made not less than a fortnight before the vacation commences.

9. **Reservation of vacancies for Muhammadans.**—The percentages of vacancies in Government Zilla and High schools which should be reserved for Muhammadan pupils each year are as follows:—

	Name of institution.	Percentage of vacancies to be reserved.
1.	Birbhum Zilla School	24
2.	Bankura Zilla School	5
3.	Howrah Zilla School	20
4.	Utterpara Government High School	6
5.	Hooghly Collegiate School	35
6.	Hooghly Branch School	20
7.	Barrackpore Government High School	10
8.	Baraset Government High School	33

		Percentage of vacancies to be reserved.
9.	Taki Government High School	17
10.	Nawab Bahadur's Institution, Murshidabad	50
11.	Krishnagar Collegiate School	51
12.	Jessore Zilla School	62
13.	Khulna Zilla School	33
14.	Hare School, Calcutta	25
15.	Dacca Collegiate School	30
16.	Mymensingh Zilla School	50
17.	Jamalpur Government High School	50
18.	Faridpur Zilla School	50
19.	Barisal Zilla School	50
20.	Jhalakati Government High School	50
21.	Pirojpur Government High School	50
22.	Bhola Government High School	50
23.	Armenitola Government High School, Dacca	30
24.	Comilla Zilla School	50
25.	Noakhali R. K. School	50
26.	Chittagong Collegiate School	40
27.	Rangamati Government High School	10
28.	Rajshahi Collegiate School	50
29.	Dinajpur Zilla School	50
30.	Jalpaiguri Zilla School	25
31.	Rangpur Zilla School	50
32.	Bogra Zilla School	60
33.	Pabna Zilla School	50
34.	Malda Zilla School	40
35.	Darjeeling High School .. —	10

(G. O. No. 1270, dated the 20th September 1918.)

10. **Omnibus fees.**—Fees are levied from the pupils of Government High and Middle schools for girls towards the cost of conveying them to and from school. They vary according to local conditions.

11. **Managing Committees of Primary Schools.**—The Primary schools for girls in the town of Dacca are under the management of a Committee of which the District Magistrate is President and of which the other *ex-officio* members are the Inspector of Schools, the Assistant Inspectress of Schools (Secretary) and the Chairman of the Dacca Municipality. They are assisted by seven other members representing the general public.

12. **Managing Committees of Aided Schools.**—The rules regulating the constitutions and functions of Managing Committees of Aided schools are given under the Grant-in-aid rules (Chapter VIII B).

Section VI—Schemes for expansion of Primary Education.

1. **General.**—Apart from the encouragement given to the expansion of primary education by grants-in-aid from public revenues (including contributions from local bodies), there are some accepted schemes which are in operation to promote the spread of elementary education. These schemes are known as (1) the Panchayati Union Scheme and (2) the Contributory Scheme.

2. **Panchayati Union Scheme.**—This scheme, which originated in the defunct province of Eastern Bengal and Assam and which was adopted by the Government of the reconstituted province of Bengal, aims at an equitable distribution of primary schools by the creation of Model Primary Schools under the management and maintenance of District Boards in each panchayati union. They stand for the ideal of systematic expansion in defined areas. The capital and monthly recurring cost of each school is Rs. 1,000 and Rs. 10 or Rs. 11 in the case of each boys' school and Rs. 16 in the case of each girls' school, respectively, and Government provide the whole of these amounts. Repair grants are also provided by Government at the rate of two-thirds against a local contribution of one-third.

3. **Contributory scheme.**—This scheme, which is an outcome of a survey of Primary Education in Bengal made by Mr. E. E. Biss, I.E.S., in 1921-22, is designed to provide free Primary Education on the basis of a contribution by Government of half the cost, capital and recurring, the other half being found by the Local Body concerned. It applies both to urban and rural areas and differs from the Panchayati Union scheme in the three following ways:—

(*i*) it seeks to provide facilities for primary education in whole or in part in a particular area;

(*ii*) it may be applied to Municipal, District Board and Union Board areas; and

(*iii*) Local bodies share the capital and recurring cost with Government on a half and half basis.

4. **Primary Education Act, 1919.**—The provisions of this Act and its subsequent amendment by Act III of 1921 are reproduced in Appendices B and C to this Chapter. It was chiefly intended for Municipalities, though Unions might also be brought under its purview by special order of the local Government.

5. **The Bengal (Rural) Primary Education Act, 1930.**—The provisions of this Act are reproduced in Appendix D to this Chapter.

The operation of the schemes of expansions referred to in paragraphs 2, 3 and 4 proved insufficient for dealing with the 90 per cent. illiteracy of the Province. The Primary Act of 1919 led to no appreciable advance, as the provision of funds was left to the option of local bodies. Taxation for altruistic schemes cannot be left to the option of individual local authorities; it must be compulsory if progress is to be accelerated. Accordingly a Bill for the provision of Education in Rural areas was drafted and published in 1927. This, after some revision, was passed in Council on the 26th August 1930 and assented to by the Governor-General on the 10th January, 1931.

The main objects of the Act are—

(1) to provide an authority for each district to control primary education,

(2) to raise by the levy of a cess the funds necessary for the gradual establishment of universal primary education, and

(3) to provide for compulsory attendance at school.

Section VII.—Miscellaneous.

1. **Objectionable practices.**—The following practices are strictly forbidden in schools:—

(*a*) Spitting in the school buildings.

(*b*) Smoking.

(*c*) The use of drugs or intoxicants.

(*d*) Any form of gambling.

(*e*) Disfiguring the school furniture or buildings.

(*f*) Loitering or noisy behaviour in the school premises.

NOTE.—In view of the permanent injury to the constitution that is likely to result from acquiring the habit of tobacco smoking at an early age, every effort should be made by the Heads of educational institutions to discourage the practice. School boys should be prohibited from smoking and any breach of this rule within or outside the school premises should be regarded as a serious offence. Teachers should not smoke on the school premises during class hours.

2. **Boy scouts, etc.**—The spirit of loyalty and patriotism should be encouraged in students by the selection of suitable books for use as literary readers, by the singing of loyal and patriotic songs, by the proper teaching of Indian History by the development of the Boy Scout movement, by lectures on suitable occasions and by encouraging loyalty to ones' own school and the the team spirit in games. The Boy Scout movement should be encouraged, and troops of Boy Scouts should be formed wherever suitable and efficient Scoutmasters are forthcoming.

3. When any master or visitor enters a class room in which the pupils are seated, the class should immediately rise and remain standing until they are asked to be seated.

4. **Membership of Clubs or Societies.**—Any pupil on the rolls of a Government or aided school who wishes to join any club or society outside the school must obtain the approval of the Headmaster before doing so. Breach of this rule will be regarded as a serious offence.

5. No club or society may be started or maintained in any Government or aided school without the approval of the Head Master. Suitable members of the staff will be selected by the Head Master as honorary members of all such school clubs and societies and will be required to interest themselves in their progress and welfare. No person who is not at the time a member of the school may be a member of any such club or society or attend meetings of such save at the invitation of a person authorized by the Head Master.

6. **Meetings.**—Head Masters may, in consultation with the President of the Managing Committee in the case of Government schools and the Secretary in the case of Aided schools, prohibit pupils from attendance at any meeting which they deem unsuitable or unseemly.

7. **School Libraries.**—A good library is an essential part of the equipment of every secondary school. It should in High schools generally consist of three parts, viz., (1) a reference library, (2) a teachers' library and (3) a scholars' library ; this division need not be maintained in Middle schools. Adequate arrangements should be made for lending books to the pupils, and teachers should encourage their pupils to make use of the books in the school library.

8. The rules for the management of College Libraries (*vide* rules in Chapter III) are generally applicable to School Libraries, the head teacher taking the place of the Principal. The following special rules for the supervision and control of the library work in Government High Schools should be observed :—

(*i*) The Head Master of each school should be in charge of the library and make it a point of duty to inspect the library regularly to see the almirahs are clean, the books neatly arranged and regularly dusted and to let teachers and pupils feel that it is a most important adjunct of the institution. He should be assisted by a selected member of the staff.

(*ii*) It should be the duty of each class master to direct and guide the private reading of his pupils, to help them to select books suitable to their age and capacity and to encourage them to cultivate the habit of reading. The entire teaching staff should thus be required to take some definite interest in the use and upkeep of the library as part of their normal duties as teachers.

(*iii*) A small Committee consisting of the Head Master, two selected teachers to represent the senior and the junior departments of the school and a senior student should be constituted in each school for the purpose of framing rules, for the selection and purchase of new books for the library, and in general to advise on literary matters.

(*iv*) The clerk of the school should be entrusted with the routine work, e.g., maintaining a register of receipts and issues, keeping a stock-book, numbering and marking the new books, preparation of a catalogue, indents, etc.

(Director of Public Instruction's Circular No. 39, dated the 23rd December 1926.)

9. At the end of each official year all the library books should be called in for a time and the head teacher should take careful stock of all the library books and note and report to the Inspector any loss or damage that has occurred during the year. Inspecting officers should examine the catalogue and library at their visits to see that the two correspond and that no undersirable volumes have crept in.

10. Books intended for school libraries should be approved by the Inspector or Inspectress of Schools.

11. Furniture, etc.—The following rules have been made regarding school furniture in High schools :—

(i) The following sizes are given as a guide. All furniture purchased with Government grants must conform to the sizes now laid down unless, for special reasons, permission is obtained from the Divisional Inspector or, from the Principal, as the case may be, to depart from this standard. Existing furniture should be modified as far as possible to conform to measurements given here.

Seats.

	Small.	Medium.	Large.
	Inches.	Inches.	Inches.
Height from floor	13	15	17
Breadth from front to back .. .	10	11	12
Minimum length of seat for each pupil .	18	19	20

Desks.

Height from floor of the edge next the sitter .	22	25	28
Breadth from front to back .. .	12	14	16
Minimum length for each pupil .. .	18	19	20
Ledge at the top with groove for pens and pencil . ..		3½	4
Slope from front to back		1½	2

(ii) The small size is intended for children of under 4 feet 6 inches in height, the medium for children between 4 feet 6 inches and 5 feet and the large for children of over 5 feet.

(iii) Desks should be distributed from room to room so that they may correspond as far as possible with the requirements of the boys accommodated in each class room.

(iv) It is highly undesirable that boys should sit on benches without desks in front of them.

(v) A complete list of maps, teaching appliances and furniture belonging to a Government school shall be maintained by the head teacher and a copy of it should be furnished to the Inspector of Schools or to the officer under whose control the school is placed.

(vi) A list of articles lost or destroyed should be sent to the Inspector of Schools or to the officer under whose control the school is placed with the annual report each year.

12. **Darbar Day.**—The 12th of December, "Darbar Day," is recognised as a day of loyal celebrations in all educational institutions which are in session at the time. When December 12th falls within the vacation, a day will be added to the vacation in commemoration of the 1911 Darbar.

(Director of Public Instruction's Circular No. 159, dated the 14th March 1912.)

13. The following is the sanctioned programme for the celebration of Darbar Day " for all educational institutions in Bengali :—

I—For all Educational Institutions.

(*i*) A brief address explaining the nature of the occasion and the reason for the celebration.

(*ii*) Decoration of buildings.

(*iii*) Athletic sports, prizes for which may be given from the Darbar Day grant, supplemented if necessary by the athletic fund or sporting grant.

(*iv*) Display of His Majesty the King-Emperor's portrait where it is available.

(*v*) Hoisting of the Union Jack wherever it is available.

(*vi*) Singing of the National Anthem or its recitation in chorus in English (in Bengali in middle schools.)

II—For High and First Grade Training Schools.

The following items may be added :—

(*i*) Planting of trees in school gardens.

(*ii*) Distribution of medallions.

(*iii*) Procession of school children.

14. In the institutions which are not under the management of Government the expenditure in connexion with Darbar Day Celebration should be met entirely by subscriptions locally raised, while in the case of Government institutions the local contributions will be supplemented by Government grants. The rates will be as noted below :—

	Rs.
(1) Colleges and institutions directly under the Director of Public Instruction, Bengal, e.g., the Government Commercial Institute and the Government School of Art	100 each.
(2) High Schools	50 ,,
(3) Two Government schools at Kurseong	50 ,,
(4) First grade Training schools	40 ,,
(5) Second grade Training schools	20 ,,
(6) Middle schools	10 ,,
(7) Maktabs, Primary schools, *Guru*-training and *Muallim* training schools	6 ,,

15. **Closing of schools on Fridays for "Juma" prayer.**—In order to enable Moslems attending Government schools to perform their "Juma"

prayer either one or the other of the following concessions shall, at the discretion of the Managing Committee, be allowed :—

(*a*) the school shall be closed for the half-day on Fridays instead of on Saturdays. In this case schools would close at 12-30 p.m. ; or

(*b*) work shall be suspended for one hour on Fridays (instead of for half-an-hour as on other days of the week).

(Director of Public Instruction's Circular No. 1, dated the 9th January 1917.)

16. **Performance of "Namaz" and use of caps by Moslem students.**—In consonance with the general policy of Government to ensure the proper education and upbringing of Moslem youths, such youths when students either of institutions of a general or communal character, should be required to perform their "Namaz" and to wear the customary Islamic head dress.

17. **Complaints and petitions by pupils or by their guardians.**—The following rules are in force regarding the submission of complaints and petitions by pupils or their guardians to superior officials of the department :—

(1) No pupil may address any complaint or petition to any officer of the Education Department, except through the head of his school who will use his own discretion in forwarding such communication.

(2) In cases where the above rule is infringed the officer to whom the communication is addressed should return it to the Head Master without paying any attention to its contents, and the latter will treat the case as a breach of discipline, and is empowered to punish the offender as he may think fit.

(3) Parents and guardians will of course exercise their natural right to make representations on behalf of those under their legal guardianship to the proper authorities.

(Director of Public Instruction's Circular No. 58, dated the 25th March 1916.)

18. **Informal meetings of parents and guardians.**—An informal meeting of the parents and guardians of the pupils attending Government High schools should be held annually on a Sunday or a holiday. At these meetings the teachers should mix freely with the parents and guardians with a view to enlisting their interest in all measures for the welfare of the school and to remove any misunderstandings that may have arisen.

19. These meetings should not involve the expenditure of any public money.

APPENDIX A.

Bengal Form No. 1315.

Name of School.....**Date of Establishment**.....
Name of District and Subdivision.....**Date of Inspection**.....
Term of Recognition expires on.....**Last inspected by**.....**on**.....

A—Managing Committee.

Date of its constitution or reconstitution.....
Approved by.....per letter No.....dated.

No.	Name and designation.	Residence.	Occupation.	No. of meetings attended by each member during the last 12 months.	Remarks.
1					1. Please note (*a*) total number of meetings held during the last 12 months.
2					
3					
4					(*b*) Whether rules framed for the management of the school have been duly approved. If so, by whom and when? (No. and date of letter to be quoted).
5					
6					
7					
8					
9					2. An asterisk should be placed before the names of members not usually resident in the town or village.
10					

B—Teaching Staff.

No.	Name and designation.	Qualification.	Length of service.		Working periods per week, out of a maximum of ....periods.	Pay.	Remarks.
			As a teacher.	In this school.			
			Y. M.	Y. M.		Rs.	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							*N. B.*—Teachers *paid in full* up to....
11							.....
12							
13							
14							
15							
16							
					Total ..	..	

N. B.—The statements be filled in neatly and legibly in quadruplicate.

C—Classification, Roll No., etc.

Class (with section, if any).	No. on rolls.				No. present on date of inspection.	Fee-rates.	No. of free and half-free students.		Dimensions of class rooms.		
	Hindus.	Muhammadans.	Others (a)	Total.			Hindus.	Muhammadans.	Length.	Breadth.	Area.
Total											

Total numerical strength of school on same date of 3 previous years } 19 ; 19 ; 19

(a) Details should be given here.

D—Finances.

I—Average Monthly Income and Expenditure during last twelve months

(.....inclusive).

Income.

Fees and fines.	Subscriptions.	Donations.	Grant from public funds.	Other sources. (a)	Total.

(a) To be specified below.

N. B.—The statements should be filled in neatly and legibly in quadruplicate.

D—Finances—*continued.*

Expenditure.

	Rs. a. p.
Salaries of teachers	
Provident fund	
Sinking fund	
Prize allowance	
Library allowance (including cost of Geographical equipment)	
Hostel allowance	
Servants	
Contingencies	
Total ..	

Capital expenditure during the 12 months—	Rs. a. p.
(*a*) Building	
(*b*) Furniture	
(*c*) Teaching apparatus (excluding Geographical apparatus) ..	
Total ..	

Surplus balance (on)	Rs.
(*a*) In the Savings Bank	
(*b*) Invested in.....	
(*c*) With the Secretary	
Total ..	

Debts outstanding against the school (if any) .. .. ..

D—Finances—*concluded.*

II.—Total actual Annual Income and Expenditure for the last Three Calendar Years.

	Income.	Expenditure.
	Rs. a. p.	Rs. a. p.
Credit Balance at beginning of period (January 1st, 19)		
19		
19		
19		
Credit Balance at end of period (December 31st, 19)		

NOTE.—Total of Income and Expenditure columns should be the same.

E—Results of the Matriculation Examination.

Year.	Number.					
	Taught.	Sent up.	Passed.			
			First Division (*a*).	Second Division.	Third Division.	Total.
19						
19						
19						
Total ..						

(*a*) Details of any scholarships obtained, and number of Muhammadans taught, sent up and passed should be given separately and forwarded with this statement.

F—Library.

Number of books (excluding all text-books).....

Number of books borrowed by boys—

(*a*) Since last January 1st.....

(*b*) Last year.....

G—Hostel Accommodation.

(NOTE.—Number and dimensions of rooms, number of boarders accommodated and details of supervision.

N. B.—The statement should be filled in neatly and legibly in quadruplicate.

APPENDIX B.

BENGAL ACT NO. IV OF 1919.

THE BENGAL PRIMARY EDUCATION ACT, 1919.

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BENGAL ACT NO. IV OF 1919.

THE BENGAL PRIMARY EDUCATION ACT, 1919.

[Published in the "Calcutta Gazette" of the 14th May, 1919.]

An Act to provide for the extension of primary education in Municipalities and in certain other areas in Bengal.

WHEREAS it is expedient to provide for the extension of primary education in Municipalities and in certain other areas in Bengal.

It is hereby enacted as follows :—

PART I.

Preliminary.

Short title and extent.

1. (*1*) This Act may be called the Bengal Primary Education Act, 1919.

(*2*) It extends in the first instance to all Municipalities in Bengal :

Provided that the Local Government may, by a notification published in the *Calcutta Gazette*, extend the provisions of this Act, with such modifications, for the purposes of adaptation, as they may deem fit, to any area in a Union constituted under section 38 of the Bengal Local Self-Government Act of 1885, and may authorize the Union Committee for such area to exercise and perform all or any of the powers and duties conferred and imposed on the Commissioners by this Act, subject to such control by the District or Local Board as the Local Government may prescribe.

Ben. Act III of 1885.

Definition

2. In this Act, unless there is anything repugnant in the subject or context,—

(*1*) "to attend a recognised primary school" means to be present for instruction at such school for so many and on such days in the year and at such time or times on each day as may be prescribed by the School Committee for such school, subject to the rules and orders of the Education Department of the Local Government ;

(*2*) "Commissioners" means the persons for the time being appointed or elected to conduct the affairs of a Municipality ;

(*3*) "guardian" includes a parent or any person who is liable to support, or has the custody of, a boy not being less than six or more than ten years of age ;

(*4*) "Municipality" means Calcutta, as defined in clause (*7*) of section 3 of the Calcutta Municipal Act, 1899 or any place in which the Bengal Municipal Act, 1884, is in force ; Ben. Act III of 1899. Ben. Act III of 1884.

(*5*) "primary education" means such elementary education as may be prescribed from time to time for primary schools by the Education Department of the Local Government ;

(*6*) "recognised primary school" means a school (or a department of a school) appropriated to primary education and for the time being recognised by the Education Department of the Local Government for the purposes of such education ; and

(*7*) "School Committee means a committee constituted under section 7.

PART II.

Voluntary Primary Education.

Statement to be submitted by Municipalities.

3. Within one year from the commencement of this Act or within such other period as may be prescribed by the Local Government in this behalf, the Commissioners shall submit to the Local Government a detailed statement in such form as may be prescribed by the Local Government, containing the following particulars in respect of the Municipality ;—

(*a*) (*i*) the number of children, not being less than six or more than eleven years of age, within the Municipality ;

(*ii*) the number of boys, not being less than six or more than ten years of age, therein ;

(*b*) the school accommodation for the staff of, and the attendance at, existing primary schools ;

(*c*) the school accommodation, staff and equipment required if suitable and adequate provision were to be made for the primary education of—

(*i*) all children referred to in clause (*a*) (*i*) likely to attend primary schools voluntarily ; and

(*ii*) all boys referred to in clause (*a*) (*ii*) ;

(*d*) the manner in which and the periods within which it will be possible to provide the necessary school accommodation, staff and equipment referred to in clause (*c*) under the direct management and control of the Municipality;

(*e*) the existing expenditure incurred by the Municipality on primary education and the expenditure to be incurred yearly in order to provide such school accommodation, staff and equipment;

(*f*) the receipts already available, and the income including the probable receipts from any education cess that may in future be levied under section 17, which it may be estimated will be available to meet such expenditure; and

(*g*) the amount of grant or assistance from the Government which the Commissioners considers would be necessary to enable them to provide for primary education within the Municipality, or any part thereof.

Commissioners to make provision for primary education.

4. The Local Government, after considering the statement required by section 3 and the conditions and resources of the Municipality, and after determining the amount of financial assistance from the Government which may be necessary in order to provide for primary education within the Municipality, may, if satisfied that the Municipality is able to meet the expenditure involved, direct the Commissioners to provide the necessary school accommodation, staff and equipment for all children, not being less than six or more than eleven years of age, likely to attend primary schools voluntarily within the Municipality and to assume the direct management and control of all such schools.

PART III.

Compulsory Primary Education.

Operation of Part III.

5. The provisions of this Part shall not come into operation until a notification has been issued under section 6, sub-section (*2*).

Primary education when to be declared compulsory.

6. (*1*) If, after complying with the directions of the Local Government under section 4, the Commissioners are of opinion that the primary education of all boys, not being less than six or more than ten years of age, should be made

compulsory within the Municipality, or any part thereof, they may apply to the Local Government, in such manner as may be prescribed by rules made by the Local Government, for permission to introduce therein compulsory primary education for such boys.

(*2*) The Local Government, after considering the application and after determining the financial assistance from the Government which may be necessary to provide for compulsory primary education within the Municipality, shall, if satisfied that the Municipality is able to meet the expenditure involved, grant the permission asked for, and the Commissioners shall thereupon cause a notification to be issued declaring that primary education shall be compulsory for all such boys within the Municipality, or any part thereof, as the case may be.

(*3*) Every notification issued under this section shall be published in the *Calcutta Gazette* and in the local newspapers, if any, and shall be posted up at the Municipal office and at such other places, as the Commissioners shall deem necessary, specifying the date on and from which primary education shall be compulsory within the Municipality, or any part thereof.

(*4*) No notification shall be issued by the Commissioners under this section except in pursuance of a resolution passed at a special general meeting convened for the purpose and at which not less than two-thirds of the total number of Commissioners are present.

Constitution of School Committee.

7. When a notification has been issued in any Municipality under section 6, sub-section (*2*), the Commissioners shall appoint a School Committee, to be constituted in such manner as may be prescribed by rules made under section 15:

Provided that a Deputy Inspector or a Sub-Inspector of Schools, at least one Commissioner and one or more residents of the Municipality, other than a Commissioner, shall be members of the Committee.

Duty of guardian to send boy to school.

8. (*1*) In every area to which the provisions of this Part apply, it shall be the duty of the guardian of every boy, not being less than six or more than ten years of age, residing within that area to cause such boy to attend a recognized primary school unless, in the opinion of the School Committee, there is a reasonable excuse for his non-attendance.

(2) Any of the following circumstances shall be deemed to be a reasonable excuse within the meaning of this section :—

(a) that there is no recognized primary school within a distance of one mile, measured by the shortest route, from the residence of the boy which he can attend, and to which the guardian has no reasonable objection to send the boy ;

(b) that the boy is prevented from attending the school by reason of sickness, infirmity, domestic necessity, the seasonal needs of agriculture or of his being the sole bread-winner of his family ;

(c) that the boy is receiving education in some other satisfactory manner.

Order of Magistrate to compel attendance.

9. (1) If the School Committee is satisfied that a guardian who is required under section 8 to cause a boy to attend a recognized primary school, has failed to do so, it shall, after giving a warning in writing to such guardian, apply to a Magistrate for an order to compel the guardian to enforce the attendance of such boy ; and the Magistrate shall fix a day for the hearing of the application and cause notice thereof to be given to such guardian.

(2) On the day fixed for the hearing of the application or on any subsequent day to which it may be adjourned, and after hearing the guardian or his authorized agent, if present, the Magistrate, if satisfied that the facts alleged in the application are true, may pass an order directing the guardian to cause such boy to attend a recognised primary school from a date to be specified in such order.

Penalty for failure to obey order.

10. (1) Any guardian who fails to comply with an order passed under section 9 shall, on conviction before a Magistrate, be liable to a fine not exceeding five rupees and also to a recurring fine not exceeding one rupee, for each day after the first during which he continues so to offend.

(2) No Magistrate shall take cognizance of an offence under this section except on the complaint of the School Committee.

Prohibition of employment of boys.

11. No person shall, without the permission of the School Committee, employ any boy, not being less than six or more than ten years of age, who is required to attend a recognised primary school under this Part :

Provided that such permission shall not be necessary if the employment of the boy does not interfere with his attendance at such school.

Employer's liability.

12. (*1*) The School Committee may prosecute any person who, after due warning, contravenes the provisions of section 11.

(*2*) Unless such person satisfies the Magistrate that there is a reasonable excuse, within the meaning of section 8, sub-section (*2*), for the non-attendance of the boy or that the time and nature of employment of the boy are such that he is not prevented from attending a recognised primary school, or that the boy was taken into employment under false representations as to age, residence and other conditions, such persons shall, on conviction before a Magistrate, be liable to a fine not exceeding twenty rupees.

Delegation of some of the functions of the School Committee.

13. An application to a Magistrate under section 9 or a complaint to a Magistrate under section 10 or section 12, may be made on behalf of the School Committee by such person as may be authorized by the School Committee by general or special order in this behalf.

Remission of fees.

14. When primary education has been made compulsory in any Municipality, or any part thereof, if a guardian, who is required under the provisions of this Part to cause a boy to attend a recognised primary school, satisfies the School Committee that he is unable to pay the fees or any part of the fees ordinarily charged in such school, such boy shall be admitted to such school free of charge, or at such reduced fees as the School Committee may determine, for the period during which the guardian is required to cause the boy to attend a recognised primary school.

Power of Commissioners to make rules.

15. The commissions may, with the previous sanction of the Local Government, make rules prescribing—

(*a*) the manner in which the School Committee shall be constituted, the number of its members, its duties and its mode of transacting business;

(*b*) the steps which the School Committee may take to secure the attendance of boys at school.

Exemption from compulsory education.

16. The Local Government may, by notification in the *Calcutta Gazette*, exempt any class of persons or any community, in any area to which this Act extends, from the operation of this Part.

(Part IV.—Education Cess.—Part V.—Supplemental.—Sections 17, 18.)

PART IV.

Education Cess.

Education cess.

17. (*1*) If the existing resources of any Municipality including any grant from the Government, are not sufficient to cover the cost of primary education within the Municipality, the Commissioners may, with the previous sanction of the Local Government, impose a tax to be called the "education cess;" and all amounts derived therefrom shall be solely devoted to the purposes of primary education, whether voluntary or compulsory, within the Municipality.

(*2*) An education cess shall not be imposed unless the Commissioners by a resolution, passed at a special general meeting convened for the purpose and in favour of which two-thirds of the Commissioners have voted, determine to impose such cess.

(*3*) The education cess shall be levied in such manner as may be prescribed by rules made by the Local Government, and the cess so levied shall be a rate amounting to the sum required, after deducting the Government grant, the school receipts and the receipts from endowments and contributions, to meet the expenditure on primary education, together with ten *per cent.* above such sum to meet the collection charges and the probable losses due to non-realization from defaulters.

PART V.

Supplemental.

Power of Local Government to make rules.

18. (*1*) The Local Government may, after previous publication, make rules to carry out the purposes of this Act.

(*2*) In particular, and without prejudice to the generality of the foregoing power, the Local Government may make rules prescribing the manner in which—

(*a*) applications under section 6, sub-section (*1*), shall be made; and

(*b*) the education cess shall be levied.

(*3*) All rules made under this section shall be published in the *Calcutta Gazette*.

Schools to be open to inspection.

19. All primary schools maintained by the Commissioners within a Municipality, or any part thereof, under the provisions of this Act shall be open to inspection free of any charge by the inspecting officers of the Education Department of the Local Government and such other persons as the Local Government may appoint in this behalf.

Certain persons to be deemed public servants.

20. Every person authorized by the School Committee under section 13 and every officer and servant of the School Committee, shall be deemed to be a public servant within the meaning of section 21 of the Indian Penal Code. Act XLV of 1860.

Withdrawal of notification on default.

21. When, in the opinion of the Local Government, the Commissioners have made default in any of the requirements of Part III of this Act, the Local Government may, after considering any explanation of the Commissioners, by a notification in the *Calcutta Gazette*, stating the grounds of such order, cancel any notification which has been issued under section 6, sub-section (*1*).

APPENDIX C.

BENGAL ACT NO. III OF 1921.

THE BENGAL PRIMARY EDUCATION (AMENDMENT) ACT, 1921.

[Published in the "Calcutta Gazette" of the 11th January, 1922.]

An Act to amend the Bengal Primary Education Act, 1919.

Bengal Act IV of 1919.

WHEREAS it is expedient to amend the Bengal Primary Education Act, 1919, in the manner hereinafter appearing;

And whereas the previous sanction of the Governor-General required by clause (*a*) of sub-section (3) of section 80A of the Government of India Act has been obtained to the passing of this Act;

It is hereby enacted as follows:-

Short title.

1. This Act may be called the Bengal Primary Education (Amendment) Act, 1921.

Amendment of section 1 of Bengal Act IV of 1919.

2. In the proviso to section 1 of the Bengal Primary Education Act, 1919

(*a*) after the words and figures "the Bengal Local Self-Government Act of 1885" the words and figures "or under section 5 of the Bengal Village Self-Government Act, 1919," and

(*b*) after the words "Union Committee" the words "or the Union Board"

shall be inserted.

APPENDIX D.

Bengal Act VII of 1930.

THE BENGAL (RURAL) PRIMARY EDUCATION ACT, 1930.

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THE BENGAL (RURAL) PRIMARY EDUCATION ACT, 1930.

[Published in the "Calcutta Gazette" of the 22nd January, 1931.]

An Act to provide for the extension of Primary Education in rural areas in Bengal.

WHEREAS it is expedient to make better provision for the progressive expansion and for the management and control of primary education in rural areas in Bengal, so as to make it available to all children and with a view to make it compulsory within ten years.

5 & 6 Geo. V. c. 61; 6 & 7 Geo. V. c. 37; 9 & 10 Geo. V. c. 101.

AND WHEREAS the previous sanction of the Governor General under sub-section (*3*) of section 80A of the Government of India Act has been obtained to the passing of this Act;

It is hereby enacted as follows:—

CHAPTER I.

Preliminary.

Short title, local extent and commencement.

1. (*1*) This Act may be called the Bengal (Rural) Primary Education Act, 1930.

(*2*) It extends to the whole of Bengal, except the town of Calcutta and any area which has been or may hereafter be constituted a municipality under the provisions of the Bengal Municipal Act, 1884.

Ben. Act III of 1884.

(*3*) It shall come into force, in whole or in part, in such districts or parts of districts on such dates as the Local Government may, by notification, direct and for this purpose different dates may be appointed for different provisions of this Act and for different districts, or parts of districts.

Explanation.—The words "the town of Calcutta" mean, subject to the inclusion of any local area by notification under section 543 of the Calcutta Municipal Act, 1923, and subject to the provisions of section 147 of the Calcutta Improvement Act, 1911, the area described in Schedule I to the Calcutta Municipal Act, 1923:

Ben. Act III of 1923. Ben. Act V of 1911.

Provided that this Act shall not come into force in any cantonment without the previous sanction of the Governor General in Council.

Definitions.

2. In this Act, unless there is anything repugnant in the subject or context,—

(*1*) "attendance" at a school means presence for instruction at a primary school for so many and on such days in the year and at such time or times on each day of attendance as may be required by the prescribed educational authority after consulting the Attendance Committee;

(*2*) "Board" means a District School Board constituted under this Act;

(*3*) "child" means a child who is not less than six and not more than eleven years of age or other prescribed age;

(*4*) "Committee" means the Central Primary Education Committee constituted under this Act;

(*5*) "Director of Public Instruction" means the officer designated by this name by the Local Government for the purposes of this Act;

(*6*) "district" has the same meaning as in section 4 of the Cess Act, 1880; Ben. Act IX of 1880.

(*7*) "District Board" means a District Board constituted under the Bengal Local Self-Government Act of 1885; Ben. Act III of 1885.

(*8*) "District Inspector of Schools" means the local executive educational officer in charge of primary education in each district responsible to the Director of Public Instruction;

(*9*) "financial year" means a year beginning on the first day of April;

(*10*) "guardian" means any person to whom the care, nurture or custody of any child falls by law or by natural right or recognised usage, or who has accepted or assumed the care, nurture or custody of any child or to whom the care or custody of any child has been entrusted by any lawful authority;

(*11*) "notification" means a notification published in the *Calcutta Gazette*;

(*12*) "Panchayat" means a Panchayat appointed under the Village Chaukidari Act, 1870; Ben. Act VI of 1870.

(*13*) "Prescribed" means prescribed by rules made under this Act;

(*14*) "primary education" means education in such subjects and up to such standards as may be prescribed;

(*15*) "primary school" means a school or department of a school giving instruction in primary education either managed by the Board or recognised as a primary school under section 54;

(*16*) "public management" in relation to a primary school means management by the Government, or by a District School Board either directly or through its power of delegation to a Union Board, a Union Committee or a Panchayat; all other management shall be deemed to be "private management";

Act V of 1898.

(*17*) "subdivision" has the same meaning as in the Code of Criminal Procedure, 1898;

Ben. Act V of 1919.

(*18*) "Union Board" means a Union Board constituted under the Bengal Village Self-Government Act, 1919;

(*19*) "Union Committee" means a Union Committee constituted under the Bengal Local Self-Government Act of 1885.

CHAPTER II.

The Central Primary Education Committee.

Establishment of the Central Primary Education Committee

3. A Committee, to be called the Central Primary Education Committee, shall be constituted in the manner hereinafter provided, for the purpose of advising the Local Government on all matters which may be or are to be referred to it under this Act.

Constitution of the Committee.

4. (*1*) The Committees shall be constituted for five years at a time and shall consist of the following members, namely:—

(*a*) the Director of Public Instruction, Bengal, *ex-officio*;

(*b*) ten members of whom two shall be elected in the prescribed manner from each of the five divisions of the province by the members of the District School Boards of each division, one to be a Muhammadan and the other a Hindu;

(*c*) five members to be appointed by the Local Government, of whom two shall be representatives of

(Chapter II.—The Central Primary Education Committee.—Chapter III.—The District School Board.—Clauses 5, 6.)

(2) If by such date as the Local Government may fix, any of the electoral bodies referred to in clause (*b*) of sub-section (*1*) fails to elect a person to be a member of the Committee, the Local Government shall appoint a suitable person in his place and any person so appointed shall be deemed to be a member as if he had been duly elected by such body.

Functions of the Committee.

5. The Local Government may refer any matter to the Committee for its opinion, and shall consult the Committee before making an order under section 21, section 22, or section 51, or a notification under section 56, or a rule under section 66.

CHAPTER III.

The District School Board.

Constitution of the Board.

6. When this section comes into force in any district the Local Government shall establish for such district a District School Board consisting of the following members, namely :—

(*a*) the District Magistrate, *ex-officio* :

Provided that, on the expiration of two terms of four years mentioned in sub-section (2) of section 10 after the first establishment of the Board, the District Magistrate shall cease to be an *ex-officio* member of the Board ;

(*b*) the Subdivisional Magistrate, *ex-officio* ;

(*c*) the District Inspector of Schools, *ex-officio* ;

(*d*) the Chairmen of the Local Boards, *ex-officio* ;

(*e*) the Chairman and the Vice-Chairman of the District Board, *ex-officio* ;

(*f*) as many members as there are subdivisions in the district to be elected in the prescribed manner by the members of the District Board :

Provided that the number shall in no case be less than two ;

(*g*) one member of each subdivision to be elected in the prescribed manner by the members of the Union Boards, Union Committees and Panchayats within the subdivision :

Provided that the number shall in no case be less than two ;

(*h*) as many members as there are subdivisions in the district to be appointed by the Local Government :

Provided that the number shall in no case be less than two ; and

(*i*) one teacher of a primary school to be appointed by the Local Government for the first term of four years referred to in sub-section (*2*) of section 10 and thereafter to be elected in the prescribed manner by the teachers of primary schools.

Procedure in default of election of members.

7. If, by such date as may be fixed by the Local Government—

(*i*) the members of the District Board do not elect the members referred to in clause (*f*) of section 6,

(*ii*) the members of Union Boards, Union Committees and Panchayats do not elect the members referred to in clause (*g*) of section 6,

(*iii*) the teachers of primary schools do not elect the member referred to in clause (*i*) of section 6, after the expiration of first term of four years mentioned in sub-section (*2*) of section 10 after the first establishment of the Board,

the Local Government shall appoint suitable persons to be such members, and any persons so appointed shall be deemed to be members as if they had been duly elected by the members of the District Board or of Union Boards, Union Committees and Panchayats, or by the teachers of primary schools as the case may be.

President and Vice-President.

8. (*1*) There shall be a President of the Board, who shall, until the expiration of two terms of four years mentioned in sub-section (*2*) of section 10 after the first establishment of the Board, be a member of the Board appointed in that behalf by the Local Government, and shall thereafter be a member of the Board elected in that behalf by the Board in the prescribed manner and approved by the Local Government.

(*2*) The Board may from time to time elect, for such period as it thinks fit, one of its members to be Vice-President.

Elections and appointments to be notified in *Calcutta Gazette*.

9. The names of the President, the Vice-President and of the appointed and elected members of the Board or, where the President has been appointed *ex-officio* or a member is an *ex-officio* member, the office by virtue of which he has been appointed President or is a member, shall be published by the Local Government in the *Calcutta Gazette*.

Term of office.

10. (*1*) The Vice-President and any other appointed or elected member may resign his office by giving notice in writing to the President, and, on such resignation being accepted by the President, shall be deemed to have vacated his office.

(*2*) Subject to the provisions of this Chapter, the appointed or elected members shall hold office for a term of four years, and may, on the expiration of such term, be re-appointed or re-elected.

(*3*) Notwithstanding the expiration of the term of four years mentioned in sub-section (*2*) an appointed or elected member shall continue to hold office until the vacancy caused by the expiration of the said term has been filled.

Removal of members.

11. (*1*) The Local Government may, by notification, remove a President, Vice-President, or member of the Board if he—

(*a*) refuses to act or becomes incapable of acting as a member of the Board ;

(*b*) is declared insolvent ;

(*c*) has been or is convicted of any such offence or has been or is subjected by a criminal court to any such orders as in the opinion of the Local Government implies a defect of character which unfits him to become or to continue to be a President, Vice-President or member of the Board ;

(*d*) without excuse sufficient in the opinion of the Local Government, is absent without the consent of the Board from more than six consecutive meetings of the Board.

(*2*) The Local Government may fix a period during which any person so removed shall not be eligible for re-appointment or re-election.

Casual vacancies.

12. When the place of an appointed or elected member of the Board becomes vacant by his removal, resignation or death, a new member shall be appointed or elected in the manner provided in section 6, and shall hold office so long as the member whose place he fills would have been entitled to hold office if such vacancy had not occurred :

Provided that no act of the Board, or of its officers, shall be deemed to be invalid by reasons only that the number of members of the Board at the time of the performance of such act was less than the number provided by section 3.

Travelling allowance.

13. Members (other than *ex-officio* members who are Government officers) and the establishment of a Board shall be entitled to travelling allowance of the prescribed amount to be paid in the prescribed manner from the District Primary Education Fund for expenses incurred by them in attending meetings of the Board or in performing any duty assigned to them by the Board for the purposes of this Act.

Board to be a body corporate.

14. Every Board shall be a body corporate by the name of "the District School Board of (name of district)," shall have perpetual succession and a common seal, and shall by the said name sue and be sued, with power to acquire and hold property, both movable and immovable, and, subject to the prescribed conditions, to transfer any property held by it and to contract and do all other things necessary for the purposes of this Act.

President at meetings.

15. (*1*) The President, or, in his absence, the Vice-President, shall preside at every meeting of the Board, and shall have a second or casting vote in all cases of equality of votes.

(*2*) In the absence of both the President and Vice-President the members present at any meeting shall elect one of their number to preside, who shall have a second or casting vote in all cases of equality of votes.

Meetings of Board to be public.

16. All meetings of the Board shall be open to the public :

Provided that the person presiding may in any particular case, for reasons to be recorded in writing, direct that the public generally or any particular person shall withdraw.

Interested members not to vote.

17. No member of the Board shall vote on any questions coming before the Board for consideration in which (otherwise than in its general application to all persons and properties within the district) he has a pecuniary interest.

Duties of President and Vice-President.

18. (*1*) All orders of the Board shall be carried into effect by the President in whom the entire executive power of the Board shall be vested and who shall be responsible for giving effect to such orders.

(*2*) The President shall not exercise any power which by this Act is expressly declared to be exercisable by the Board.

(*3*) The President may authorise the Vice-President by an order in writing to exercise any of the powers conferred or to perform any of the duties imposed on the President by this Act and thereupon the responsibility of the President in respect of such powers and duties shall devolve upon the Vice-President during the continuance of such order.

(*4*) When the office of President is vacant the Vice-President shall exercise the functions of the President until a new President is appointed.

Power of Board to make regulations.

19. (*1*) Every Board may make regulations in regard to the following matters, namely :—

(*i*) the time and place of its meetings ;

(*ii*) the manner in which notice of meetings shall be given :

(*iii*) the conduct of proceedings at meetings ;

(*iv*) the division of duties among the members of the Board ;

(*v*) the appointment, duties and procedure of special committees consisting wholly of members of the Board or partly of such members and partly of residents within the local jurisdiction of the Board :

(*vi*) the persons by whom receipts may be granted for money paid to the Board ;

(*vii*) the inspection by members of the Board of primary schools situated within its jurisdiction and the inspection of accounts, books, registers, returns, reports and other documents, appertaining to such schools ; and

(*viii*) the carrying out of the purposes of this Act.

(*2*) Any regulation made under sub-section (*1*) which is repugnant to the provisions of any rule made under section 66 shall, to the extent of such repugnancy, but not otherwise, be void.

Control by Commissioner.

20. The Commissioner of the Division may, by order in writing, suspend the execution of any resolution or order of a Board situate within his jurisdiction and prohibit the doing or completion of any act which is about to be done, or is being done within such jurisdiction in pursuance of or under cover of this Act, if, in his opinion, the resolution, order or act is in excess of the powers conferred by law.

Control by Local Government.

21. (*1*) If at any time it appears to the Local Government that a Board or its President has made default in performing any duty imposed by or under this Act, the Local Government may, by an order in writing, fix a period for the performance of such duty.

(*2*) If the duty is not performed within the period so fixed, the Local Government may appoint a person to perform it, and may direct that the expense of performing it shall be paid, within such time as it may fix, to such person by the Board.

(*3*) If the expense is not so paid, the Local Government may make an order directing the person having the custody of the District Primary Education Fund to pay to the person appointed under sub-section (*2*) such expense in priority to any other charge against such fund, and he shall, so far as the funds to the credit of the Board admit, comply with the order of the Local Government.

Supersession of Board.

22. (*1*) If at any time it appears to the Local Government that a Board is not competent to perform or persistently makes default in the performance of, the duties imposed upon it by or under this or any other Act, or exceeds or abuses its powers, the Local Government may, by an order in writing, specifying the reasons for so doing, remove all appointed and elected members of such Board and direct that the vacancies shall thereupon be filled by election in respect of elected members and by appointment in respect of appointed members or that all the vacancies shall be filled by appointment.

(*2*) From the date of an order under sub-section (*1*) until the vacancies are filled—

(*a*) all powers and duties of the Board shall be exercised and performed by, and

(*b*) all property vested in the Board shall vest in,

such person, in such manner, as the Local Government may direct.

Duties of Boards.

23. (*1*) It shall be the duty of every Board—

(*a*) to prepare and maintain a register showing all primary schools within the district, together with the teachers thereof and their qualifications and the accommodation available therein ;

(*b*) to tabulate such further information and to prepare such plans or maps as may be necessary to enable the Board to frame an estimate of the existing provision for primary education and of the further provision necessary to place primary education within the reach of all children ;

(*c*) to prepare in the prescribed manner schemes for the extension of primary education within the area under the authority of each Union Board, Union Committee or Panchayat ;

(*d*) to arrange, in the prescribed manner, for the opening of additional primary schools and the expansion of existing primary schools with a view to giving effect as funds permit to such schemes ;

(*e*) to maintain all primary schools under public management in the district, except primary schools maintained by Union Boards under the control of the Board ;

(*f*) to construct, repair and manage either directly or through its powers of delegation to Union Boards, Union Committees and Panchayats, all primary schools under public management in the district ;

(*g*) subject to the prescribed conditions, to appoint and fix and pay the salaries of teachers in primary schools ;

(*h*) to grant recognition to schools in accordance with the provisions of section 54 or to withdraw recognition therefrom ;

(*i*) to make grants in the prescribed manner for scholarships and stipends for primary schools ;

(*j*) to consider and pass orders on all applications under section 55 for grants to primary schools under private management ;

(*k*) to make grants to primary schools under private management ;

(*l*) to prepare and transmit to the Director of Public Instruction proposals for increasing the supply of trained and certificated teachers ;

(*m*) to advise upon all matters relating to primary education referred to the Board by the Director of Public Instruction ;

(*n*) subject to the prescribed conditions,—

(*i*) to grant pensions and gratuities to,

(*ii*) to form and manage a provident or annuity fund for,

(*iii*) to compel contributions to such fund from, and

(*iv*) to supplement the contributions to such fund of,

the establishment of the Board and teachers in primary schools.

(*2*) The register referred to in clause (*a*) of sub-section (*1*) shall be maintained and the information referred to in clause (*b*) thereof shall be tabulated separately for each area under the authority of a Union Board, Union Committee or Panchayat.

Reports to be made by Board.

24. Every Board shall in each financial year—

(*i*) frame and transmit to the Director of Public Instruction, by such date and in such form as he may direct, a statement showing for its district—

(*a*) the names of primary schools under private management for which grants have been sanctioned for that year ; and

(*b*) the amount of the grant which has been sanctioned for each such school ;

(*ii*) furnish a report to the Director of Public Instruction by such date and in such form as he may direct, exhibiting the grants which it has distributed to schools within the district.

Board to furnish other prescribed reports.

25. Every Board shall prepare and transmit to the Director of Public Instruction such further reports and statement as may be prescribed.

Power of Board to appoint, punish and dismiss its officers and servants.

26. (*1*) Subject to the prescribed conditions, a Board may appoint such staff of officers and servants other than inspectors as it may consider necessary to carry out its duties under this Act, and may fix and pay salaries to such staff.

(*2*) Subject to the prescribed conditions, a Board may punish or dismiss members of its staff.

(Chapter III.—The District School Board.—Chapter IV.—Cess and Tax for Primary Education.—Clauses 27—30.)

Compulsory acquisition of land for the purposes of this Act.

27. The Local Government may, at the request of the President of the Board, acquire, under the provisions of the Land Acquisition Act, 1894, any land required for the purposes of this Act. Act I of 1894.

"Land" in this section has the same meaning as in clause (*a*) of section 3 of the Land Acquisition Act, 1894.

Existing buildings, etc. for primary education to vest in District School Boards.

28. All buildings or other property, movable or immovable in a district vested in or held by or under the control of a District Board at the date of the commencement of this Act for the purposes of primary education shall, for the purposes of this Act, vest in or be held by or be under the control of the District School Board in that district:

Provided that in the event of a dispute arising whether any building or other property is so vested in or held by or under the control of a District Board at the date of the commencement of this Act, the question shall be referred to the Local Government whose decision thereon shall be final.

CHAPTER IV.

Cess and Tax for Primary Education.

Levy of primary education cess.

29. (*1*) In any district or part of a district in which the provisions of this Chapter are in force, all immovable property on which the road and public works cesses are assessed according to the provisions of the Cess Act, 1880, shall be liable to the payment of a primary education cess. Ben. Act IX of 1880.

(*2*) The primary education cess shall be levied at the rate of three and a half pice on each rupee of annual net profits from mines and quarries and at the rate of five pice on each rupee of annual value of land and if annual net profits from tramways, railways and other immovable property as determined under the Cess Act, 1880.

Payment of cess.

30. (*1*) Except as otherwise provided in this Act the primary education cess shall be paid to the same persons in the same manner and at the same time as the road cess and public works cess are paid under the Cess Act, 1880.

(*2*) Every holder of an estate shall yearly pay to the Collector the entire amount of the primary education cess calculated on the annual value of the lands comprised in such estate at the rate provided in sub-section (*2*) of section 29 less a deduction to be calculated at one and a half pice for every rupee of the revenue entered in the valuation roll of such estate as payable in respect thereof.

(3) Every holder of a tenure shall yearly pay to the holder of the estate or tenure within which the land held by him is included the entire amount of the primary education cess calculated on the annual value of the land comprised in his tenure at the rate provided in sub-section (2) of section 29 less a deduction to be calculated at one and a half pice for every rupee of the rent payable by him for such tenure.

(4) Every cultivating raiyat shall pay to the person to whom his rent is payable seven-tenths of the said primary education cess calculated at the rate provided in sub-section (2) of section 29 upon the rent payable by him or upon the annual value, as ascertained under the provisions of the Cess Act, 1880, of the land held by him.

First imposition of primary education cess.

31. When the primary education cess is for the first time imposed in any district or part of a district the Collector of the district shall cause a notification to be published and a proclamation to be made in the manner provided by section 40 of the Cess Act, 1880, announcing such imposition, and shall cause to be served on the holder of every estate within the district or part of the district concerned, a notice showing the amount of primary education cess payable in respect of his estate, and specifying the date from which such primary education cess will take effect:

Provided that no defect in the service of such notice shall affect the liability of any person or property to the payment of the primary education cess.

Provisions of Cess Act, 1880, to apply to assessments, etc. of education cess.

Ben. Act IX of 1880.

32. Subject to the provisions of this Chapter, the provision of the Cess Act, 1880, shall apply as far as possible to the assessment, levy, payment and recovery of the primary education cess.

Proceeds of cess to be paid into District Primary Education Fund.

33. The proceeds of the primary education cess in each district shall be paid by the Collector into the District Primary Education Fund of such district.

Tax on trade, business or profession.

Ben. Act VI of 1870.
Ben. Act V of 1919.

34. (1) The District Magistrate or one of his subordinate officers shall from time to time examine the assessment list prepared under section 16 of the Village Chaukidari Act, 1870, and shall consider the assessment made under section 38 of the Bengal Village Self-Government Act, 1919, and, after such inquiry as he considers necessary, shall prepare a list of all persons assessed to pay the chaukidari rate or the union rate, as the case may be, who, in his opinion, have been so assessed wholly or in part in respect of their trade, business or profession.

(2) The District Magistrate shall assess a tax on each of such persons not exceeding rupees one hundred per annum.

(Chapter IV.—Cess and Tax for Primary Education.—Chapter V.—Contribution from Provincial Revenues.—Chapter VI.—District Primary Education Fund.—Clauses 35—37.)

(*3*) The amount of tax so assessed shall be communicated to the Union Board or Panchayat concerned, and the Union Board or Panchayat shall collect the tax as if it were the union rate or the chaukidari rate.

(*4*) Any arrears of the said tax may be recovered by any process enforceable for the recovery of an arrear of union rate or chaukidari rate.

(*5*) The Union Board or Panchayat shall remit the amount of tax realised under this section to the District Magistrate after deducting ten per cent. thereof to defray the cost of collection.

(*6*) The proceeds of the said tax in each district shall be paid by the District Magistrate into the District Primary Education Fund of such district.

Definitions.

35. For the purposes of this Chapter, the expressions "annual value of land," "cultivating *raiyat*," "estate," "holder of an estate or tenure," "land" and "tenure" have the same meaning as in section 4 of the Cess Act, 1880. Ben. Act IX of 1880.

CHAPTER V.

Contribution from Provincial Revenues.

Contributions from Provincial Revenues.

36. In addition to the sums which may be appropriated from the Provincial Revenues in any year for the purposes of primary education, the Local Government shall every year provide a sum of Rs. 23,50,000 for expenditure on primary education in rural areas.

CHAPTER VI.

District Primary Education Fund.

District Primary Education Fund.

37. (*1*) There shall be formed for each district in which the provisions of this Chapter are in force, a fund to which shall be credited—

(*i*) all sums granted by the Local Government for the payment of grants to primary education;

(*ii*) all sums granted by the Local Government for the institution and maintenance of primary schools and for the payment of teachers in primary schools;

(*iii*) all sums granted by the Local Government for scholarships for children in primary schools;

(Chapter VI.—District Primary Education Fund.—Clause 38.)

(*ir*) the proceeds of the primary education cess levied in the district;

(*r*) the proceeds of the tax imposed under section 34;

(*ri*) all income derived from any endowments or other property owned or managed by the Board for the purposes of this Act;

(*rii*) the amount of all fines and penalties imposed under this Act;

(*riii*) all sums received by the Board under section 49;

(*ix*) all schools fees, if any, collected in primary schools maintained by the Board; and

(*x*) all other sums of money which may be received by the Board under or for the purposes of this Act;

(2) The District Primary Education Fund shall become vested in the Board, be under its control and shall be held by it in trust for the purposes of this Act.

Expenditure from District Primary Education Funds.

38. Except as otherwise provided in this Act, the District Primary Education Fund shall be applicable to the following objects in the following order :—

Firstly—the payment of any sums which the Board may be liable to pay as interest upon loans raised by it for the purposes of this Act and the formation of a sinking fund when required;

Secondly—the payment of the prescribed percentage of the cost of establishment entertained and expenses incurred by the Collector under section 91 of the Cess Act, 1880;

Ben. Act IX of 1880.

Thirdly—the indemnification of the Collector with the sanction of the Commissioner of the Division from any of the costs, charges and expenses incurred by him under Chapter IV;

Fourthly—the payment of the cost or the prescribed percentage of the cost of audit;

Fifthly—the payment of salaries to the establishment of the Board and teachers in primary schools and, subject to the prescribed conditions, of pensions, gratuities and grants made for supplementing contributions to the provident fund of the establishment of the Board and of teachers in primary schools;

Sixthly—the payment of travelling allowance to members of the Board and its establishment as provided in section 13 ;

Seventhly—the payment of expenses incurred by the Board in the construction, equipment and maintenance of primary schools ; and

Eighthly—generally, the carrying out of the purposes of this Act.

Administration of District Primary Education Fund.

39. (*1*) All moneys payable to the credit of the District Primary Education Fund shall forthwith be paid into the prescribed bank or Government treasury.

(*2*) All orders or cheques upon the said Fund shall be signed by the President or by such person as he may authorise in writing in this behalf.

(*3*) No money shall be spent from this Fund—

(*a*) except for the purposes of this Act, and

(*b*) unless its expenditure is provided for—

(*i*) in the budget of the Board as approved by the Local Government under sub-section (*2*) of section 40, or

(*ii*) by reappropriation in the prescribed manner.

Budget.

40. (*1*) Every Board shall each year prepare in the prescribed form a budget of income and expenditure of the Board for the ensuing financial year, and shall submit it to the Local Government through the Director of Public Instruction on or before the thirtieth day of November.

(*2*) The Local Government may either approve of the budget as it stands, or approve of it after making such alterations (if any) as it may think fit or may cause it to be returned to the Board for such modifications as the Local Government may think necessary, and, when such modifications have been made, the budget shall be re-submitted for approval to the Local Government.

CHAPTER VII.

Audit.

Keeping of accounts.

41. Accounts of receipts and expenditure of every Board shall be kept in the prescribed manner and form up to the prescribed day in each year.

Accounts to be audited annually.

42. The accounts of every Board shall be audited and examined at least once in every year by such auditor as may be appointed by the Local Government.

(Chapter VII.—Audit.—Clauses 43—47.)

Accounts to be open to inspection.

43. A copy of the accounts of every Board, duly made up and balanced, shall be deposited in the office of the Board and be open at the prescribed hours to the inspection of all interested persons for fourteen clear days before the audit; and all such persons may take copies or extracts from the same without fee.

Notice of audit to be given.

44. (*1*) Before each audit the Board shall, after being informed by the auditor of the proposed date of audit, give at least fourteen days' notice of the time and place at which the audit will be made and of the deposit of its accounts as provided by section 43.

(*2*) Such notice shall be given by posting outside the office of the Board and in such other way as may be prescribed.

Documents to be produced before auditor.

45. (*1*) For the purpose of any audit the auditor may by order in writing require the production before him of all books, deeds, contracts, accounts, vouchers, receipts and other documents and papers which he may deem necessary and may require any person accountable for or having the custody or control of the same to appear before him at such audit and to make and sign a declaration as to their correctness or to answer any question or prepare and submit any statement relative thereto.

(*2*) It shall be the duty of the Board to comply with any requisition made by the auditor and to give all reasonable facilities to the auditor to inspect and audit the accounts of the Board.

Power of persons interested to make objection at audit.

46. Any person interested in the District Primary Education Fund may make an objection in writing to the accounts before the auditor.

Powers of auditor to certify sums due.

47. (*1*) The auditor shall disallow any item of expenditure which is contrary to law and shall give a written certificate that the sum so disallowed is due from the person making or authorising the illegal payment.

(*2*) If any person entrusted with the duty of accounting for the Board fails to bring any sum into account which ought to have been brought into account and by such default any deficiency or loss is caused to the Board the auditor shall give a written certificate that the amount of such deficiency or loss is due from the persons so defaulting.

Appeal from orders of auditor.

48. (*1*) (*a*) Any person who has made an objection under section 46, if such objection has been overruled by the auditor, and

(*b*) any person from whom any sum has been certified by the auditor to be due under section 47

may appeal to the Commissioner of the Division against the decision of the auditor within thirty days, and the Commissioner may in appeal give any decision which might have been given by the auditor, and such decision shall be final.

(*2*) The Commissioner may, in his discretion, order that sums certified to be due under section 47 or sub-section (*1*) of this section shall not be realised under section 49, and such order shall be final.

Recovery of sums certified due.

49. (*1*) Every sum certified to be due from any person by an auditor under section 47 or by the Commissioner of the Division under section 48 shall be paid by such person to the District Primary Education Fund, within fourteen days after the making of the certificate unless, in the case of a certificate by an auditor, an appeal under section 48 is pending.

(*2*) If payment is not made in accordance with the provisions of sub-section (*1*)—

(*a*) in the case of default by a Government servant or member of the establishment of the Board the sum payable shall be recovered, subject to the prescribed conditions, by deduction from his salary bill, and

(*b*) in the case of default by any other persons the auditor shall forward to the Collector a certificate under his signature specifying the sum payable, and the Collector, on receipt of such certificate, shall proceed to recover the sum as if it were a public demand under the Public Demands Recovery Act, 1913. Ben. Act III of 1913.

Report of auditor to whom to be submitted.

50. Within fourteen days after the completion of the audit the auditor shall report on the accounts audited and examined and shall forward such report to the Local Government through the Director of Public Instruction and shall forward a copy of such report to the President of the Board concerned, who shall lay it before the Board.

CHAPTER VIII.

Powers and duties of Union Boards, Union Committees and Panchayats.

Delegation of Board's powers to Union Boards, Union Committees and Panchayats.

51. Subject to the prescribed conditions, the Board may and shall, if so required by an order of the Local Government, delegate all or any of its powers of construction, repair, supervision and management of primary schools to Union Boards in areas in which the Bengal Village Self-Government Act, 1919, is in force, and elsewhere to Union Committees or Panchayats, and thereupon such Union Boards, Union Committees, or Panchayats shall, subject to its control, exercise such powers within the area under their authority.

Ben. Act V of 1919.

Union Committees and Panchayats to be bodies corporate for purposes of Act.

52. For the purposes of this Act every Union Committee constituted under the Bengal Local Self-Government Act of 1885, and every Panchayat appointed under the Village Chaukidari Act, 1870, shall be a body corporate by the name of "the Union Committee of (name of Union)" or, "the Panchayat of (name of village)" as the case may be, and shall have perpetual succession and a common seal, and shall by the said name sue and be sued, with power to acquire and hold property, both movable and immovable and subject to the prescribed conditions, to transfer any property held by it and to contract and to do all other things necessary for the purposes of this Act.

Ben. Act III of 1885.

Ben. Act VI of 1870.

Power of Union Board to transfer property and contract.

53. Notwithstanding anything contained in section 18 of the Bengal Village Self-Government Act, 1919, the power of every Union Board to transfer property or to contract shall, for the purposes of this Act, be subject to the prescribed conditions.

CHAPTER IX.

Recognition of and grants to Primary Schools.

Recognition.

54. (*1*) If the managing authority of any school desires that such school shall be recognised as a primary school under this Act, it shall submit an application in the prescribed form to the Board.

(*2*) The Board may, subject to the prescribed conditions, by an order in writing, grant such application, conditionally or unconditionally, or refuse or defer the grant of recognition and may also similarly withdraw recognition so granted.

(Chapter IX.—Recognition of and grants to Primary Schools.—Chapter X.—Compulsory Education.—Clauses 55—58.)

(3) An appeal shall lie in respect of any order passed under sub-section (2) to the Director of Public Instruction or to any officer subordinate to him, being above the rank of District Inspector of Schools, to whom he may delegate his power in this behalf in writing.

(4) The Board may, subject to the prescribed conditions, recognise any school in the district as a primary school although no application for recognition has been made by the managing authority of such school under sub-section (1).

Grants.

55. (1) If the managing authority of any primary school under private management desires that such school shall be granted aid, it shall submit an application in the prescribed form to the Board.

(2) The Board may, subject to the prescribed conditions, by an order in writing, grant such application, conditionally or unconditionally, or refuse or defer the grant of aid.

(3) An appeal shall lie in respect of any order passed under sub-section (2) to the Director of Public Instruction or to any officer subordinate to him, being above the rank of District Inspector of Schools, to whom he may delegate his powers in this behalf in writing.

CHAPTER X.

Compulsory Education.

Notification by Local Government.

56. If the Local Government, after consulting the Board concerned, is satisfied that there is adequate provision for primary education in any area for which a Union Board, Union Committee or Panchayat, has been constituted, it may, by notification, declare that primary education shall be compulsory within such area.

No fees to be charged.

57. No fee shall be charged by any primary school under public management in any area in which primary education has been declared compulsory under section 56 and also from the time the provisions of this Act have been extended and cess imposed in any area, even before primary education be declared compulsory.

Exemptions.

58. At the instance of the Board the Local Government may, by notification, exempt from the operation of section 59, section 62 and section 63 any person or class of persons in any area in which primary education has been declared compulsory under section 56.

Responsibility of guardians.

59. In any area in which primary education has been declared compulsory under section 56 the guardian of every child resident in such area shall, subject to the exceptions specified in section 60, cause such child to attend a primary school.

Conditions exempting from attendance.

60. Attendance at a primary school shall not be compulsory on a child if—

(*1*) there is no primary school within two miles or such less distance as may be specified by general or special order of the Board in this behalf from the residence of the child ;

(*2*) the child is under eight years of age and there is no primary school within one mile from the residence of the child ;

(*3*) the child is prevented from attending the school by sickness, infirmity or other cause declared by a resolution of the Union Board, Union Committee or Panchayat concerned to be a reasonable excuse for non-attendance ;

(*4*) the child is receiving instruction in some other manner approved by the prescribed officer ;

(*5*) the child has already received instruction in a primary school or otherwise to the satisfaction of the Board ; or

(*6*) the Board has declared that, owing to agricultural operations, children residing in the area under the authority of any Union Board, Union Committee or Panchayat within the jurisdiction of the Board shall be exempt from attendance at a primary school for a period to be specified in the declaration.

Attendance Committees.

61. The Union Board, Union Committee or Panchayat concerned shall be responsible for the enforcement of the provisions of section 59, section 62 and section 63 and, subject to the prescribed conditions, shall appoint one or more Attendance Committees for this purpose.

Default by guardian.

62. (*1*) If an Attendance Committee is satisfied that a guardian has, without reasonable excuse and after receiving a written caution from the Attendance Committee, failed to comply with the provisions of section 59, it shall send a written complaint against the guardian to a Magistrate having jurisdiction.

(*2*) The Magistrate, if satisfied that the complaint is well-founded, shall direct the guardian to cause the child in

(Chapter X.—Compulsory Education.—Chapter XI.—Religious Instruction.—Chapter XII.—Indemnity.—Chapter XIII.—Rules.—Clauses 63—66.)

respect of whom the complaint was preferred to attend a primary school regularly from a date to be specified in such direction.

Penalty for default.

63. (*1*) If an Attendance Committee is satisfied that a guardian has without reasonable excuse failed to comply with a direction issued to him under sub-section (*2*) of section 62, it shall sanction his prosecution, and on conviction by a Magistrate such guardian shall be liable to a fine which may extend to five rupees.

(*2*) Any person who has on two or more previous occasions been convicted of an offence under this section shall, on further conviction for such offence, be liable to a fine which may extend to fifty rupees.

CHAPTER XI.

Religious Instruction.

Religious instruction.

64. Subject to the prescribed conditions, provision shall, so far as possible, be made in every primary school for the religious instruction at least once in every week during school hours of every child attending the school in the religion of the guardian of such child :

Provided that, at the request in writing of the guardian of any child, such child shall be exempted from such religious instruction.

CHAPTER XII.

Indemnity.

Indemnity.

65. No suit, prosecution or legal proceeding whatever shall lie against any person in respect of anything which is in good faith, done or intended to be done under this Act.

CHAPTER XIII.

Rules.

Power of Local Government to make rules.

66. (*1*) The Local Government may, after previous publication, make rules for carrying out the purposes of this Act.

(Chapter XIII.—Rules.—Clause 66.)

(2) In particular, and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely :—

(*a*) the educational authority referred to in clause (*1*) of section 2 ;

(*b*) the age limit referred to in clause (*3*) of section 2 ;

(*c*) the subjects and standards referred to in clause (*14*) of section 2, and the circumstances in which such subjects may vary in different schools ;

(*d*) the resignation of members, the circumstances in which and the authority by which any member of the Committee may be removed ;

(*e*) the filling of any vacancy in the Committee whether temporary or otherwise ;

(*f*) the regulation of travelling allowances of members of the Committee and of their remuneration, if any ;

(*g*) the appointment of the staff of officers and servants of the Committee and the Board and the pay and allowances of such staff ;

(*h*) the appointment of a President of the Committee and the method of conducting the business of the Committee ;

(*i*) the manner of election of members of the Committee under section 4 and the manner of election of members of the Board under clauses (*f*), (*g*) and (*i*) of section 6 ;

(*j*) the manner of election of the President of the Board under sub-section (*1*) of section 8 ;

(*k*) the amount and manner of payment of travelling allowances under section 13 ;

(*l*) the conditions subject to which the Board under section 14, the Union Committee and the Panchayat under section 52 and the Union Board under section 53 may transfer property held by them and may contract ;

(*m*) the number of meetings to be held by the Committee and the Board, the number of members who constitute a quorum thereat, the keeping of minutes of the proceedings thereof, the submission of copies of such proceedings of the Committee to the Local Government and of the Board to the Commissioner of the Division, and the preparation and custody of registers and records by such Committee or Board ;

(Chapter XIII.—Rules.—Clause 66.)

(*n*) the manner of preparing schemes under clause (*c*) of sub-section (*1*) of section 23;

(*o*) the manner of opening additional primary schools and of the expansion of existing primary schools referred to in clause (*d*) of sub-section (*1*) of section 23;

(*p*) the conditions referred to in clause (*g*) of sub-section (*1*) of section 23;

(*q*) the manner of making grants under clause (*i*) of sub-section (*1*) of section 23;

(*r*) the conditions relating to pensions, gratuities and provident or annuity funds referred to in clause (*n*) of sub-section (*1*) of section 23 and in clause *Fifthly* of section 38;

(*s*) the reports and statements referred to in section 25;

(*t*) the conditions of appointment, punishment or dismissal of the staff of the Board under section 26;

(*u*) the percentage of cost of establishments referred to in clause *Secondly* of section 38;

(*v*) the percentage of cost of audit referred to in clause *Fourthly* of section 38;

(*w*) the bank or Government treasury referred to in sub-section (*1*) of section 39;

(*x*) the manner of reappropriation referred to in sub-clause (*ii*) of clause (*b*) of sub-section (*3*) of section 39;

(*y*) the form of budget prepared by the Board under section 40;

(*z*) the manner and form of accounting and the day up to which accounts shall be kept under section 41;

(*z1*) the hours for inspection of accounts referred to in section 43;

(*z2*) the procedure of auditors and all matters incidental and ancillary to the audit of accounts;

(*z3*) the manner of giving notice under sub-section (*2*) of section 44;

(*z4*) the conditions of recovery of sums under clause (*a*) of sub-section (*2*) of section 49;

(*z5*) the conditions of the delegation of powers by the Board to Union Boards, Union Committees and Panchayats under section 51;

(*z6*) the form of application for, and the conditions of grant of, withdrawal of, recognition under section 54;

(*z7*) the form of application for, and the conditions of grant of, aid under section 55;

(*z8*) the officer referred to in clause (*4*) of section 60;

(*z9*) the conditions of appointment of an Attendance Committee under section 61; and

(*z10*) the conditions of provision for religious instruction under section 64.

CHAPTER XIV.

Repeals and Amendments.

67. The enactments specified in the Schedule shall be repealed or amended to the extent and in the manner mentioned in the fourth column thereof.

The Bengal (Rural) Primary Education Act, 1930.

[Ben. Act VII of 1930.]

(The Schedule.—Enactments repealed or amended.)

THE SCHEDULE.

Enactments repealed or amended.

(See *Clause 67.*)

Year.	No.	Short Title.	Extent or repeal or amendment.
1	2	3	4
1885	III	The Bengal Local Self-Government Act of 1885.	1. In section 62 the words "primary and" shall be omitted. 2. In clause (*a*) of section 63 after the words "class of schools" the words "except primary schools recognised under section 54 of the Bengal (Rural) Primary Education Act, 1930," shall be inserted. 3. In clause (*a*) of section 65 after the words "class of schools" the words "except primary schools recognised under section 54 of the Bengal (Rural) Primary Education Act, 1930," shall be inserted. 4. Section 112 shall be repealed. 5. In clause (*q*) of section 138 the words "primary schools and" shall be omitted, and for the words and figures "sections 112 and 113" the word and figures "section 113" shall be substituted.
1919	IV	The Bengal Primary Education Act, 1919.	The proviso to sub-section (2) of section 1 shall be repealed.
1919	V	The Bengal Village Self-Government Act, 1919.	1. In section 32 the words "primary school or" and "primary schools or" where they occur shall be omitted. 2. After section 32 the following shall be inserted, namely:— "32A. Subject to the provisions of The Bengal (Rural) Primary Education Act, 1930, and to the control of the District School Board constituted under that Act, the Union Board may establish primary schools or assume charge of existing primary schools and shall repair, maintain and manage any primary school under its charge." Establishment and management of primary schools. 3. In clause (*j*) of sub-section (2) of section 101 the words "schools and" shall be omitted.

CHAPTER VI.—ORIENTAL STUDIES.

Section 1.—Sanskrit Education.

A.—General.

General.—As a result of a conference held in 1913, Government constituted, in 1918, the Calcutta Sanskrit Association with a Council consisting of fifteen ordinary members, two being elected by the *pandits* of East and West Bengal, the remainder nominated by Government, and five additional members, scholars trained in Western methods, also nominated by Government. The main body of the Association is called Convocation, and consists of 500 members, whose suggestions relating to the encouragement of Sanskrit learning, when reported upon by the Council, are submitted to Government for consideration. Thus the Council is the general agent and adviser of Government in all matter concerning indigenous Sanskrit learning; it conducts examinations, grants titles, and performs in general all the functions previously assigned to the Sanskrit Examination Board by Resolution No. 1073-T.G., dated the 19th June 1908. As a result, the *tol* is gradually coming within what might almost be described as departmental standards, though there still remain many of the old type in which the *Adhyapaka* himself confers the titles.

(Resolution No. 142 Edn., dated 21st January 1918.)

2. **Sanskrit institutions.**—Recognized Sanskrit institutions are of two kinds, namely:—

(1) Sanskrit *tols* which prepare candidates for the first or *prathama*, second or *madhyama*, and Title or degree examinations.

(2) Sanskrit *pathsalas* which teach Sanskrit in addition to the departmental vernacular curriculum in reading, writing and arithmetic up to the primary standard.

3. Sanskrit *tols* may be maintained or aided by Government while Sanskrit *pathsalas* may be maintained or aided by local bodies.

B.—Sanskrit tols and the Sanskrit Association.

4. **Control of tols.**—The control of Sanskrit *tols* is exercised through the Calcutta Sanskrit Association, which also conducts their examinations.

5. **Calcutta Sanskrit Association.**—The Calcutta Sanskrit Association consists of a Convocation and a Council called respectively the "Sanskrit Convocation" and the "Sanskrit Council," each body having the same President and Secretary. It examines about 8,000 candidates annually and, as an examining body, has attained to something like the status of a University. There are about 1,630 *tols* under its jurisdiction in Bengal and Assam, and its sphere of activity extends as far afield as Gujrat.

6. **Sanskrit Convocation.**—It has been decided that the Convocation should be as large a body as its functions permit but the maximum number of members should not exceed 500; 450 of this number represent Bengal and 50 were assigned to the province of Assam. In terms, however, of Government Resolution No. 3347 Edn., dated 8th December 1929, the representation of Assam has been withdrawn.

7. The members of the Convocation are nominated by the members of the Council and are appointed by Government.

(Government Resolution No. 142 Edn., dated 21st January 1918.)

8. **Meetings of the Convocation.**—The Convocation elects two representatives to the Sanskrit Council every year and may meet once a year for the discussion of matters connected with Sanskrit learning, etc. The Convocation may meet more than once at the requisition of the President. (*Ibid.*)

9. A member of the Convocation is at liberty to move a motion in the Convocation on any question relating to the encouragement of indigenous Sanskrit learning, provided—

(*a*) notice of the motion is sent to the Secretary at least ten days before the meeting, and the Secretary will circulate the motion among the members before they meet at the Convocation ;

(*b*) a motion, which is not seconded, shall drop ;

(*c*) the President shall have authority to rule a motion out of order ; and

(*d*) a motion shall be decided by votes. Such motion should, if necessary, be forwarded with the opinion of the Sanskrit Council to the Government for consideration.

10. **Sanskrit Council.**—The constitution of the Sanskrit Council is as follows :—

(1) A President appointed by Government.

(2) to (7) Six members representing Calcutta and the Burdwan and Presidency Divisions.

(8) to (13) Six members representing the Dacca, Chittagong and Rajshahi Divisions.

(14) to (16) Three members representing the province of Assam.

(17) to (21) Five additional members who should be scholars trained in Western methods.

(22) The Principal of the Sanskrit College, *Member and Secretary* (ex-officio).

(Resolution No. 142 Edn., dated 21st January 1918.)

11. All but two of the members of the Sanskrit Council shall be appointed by the Government of Bengal. The two excepted members shall be elected—one by the *pandits* from West Bengal and the other by the *pandits* from East Bengal. The election of these representatives must be made in accordance with the following rules :—

(*a*) The elections shall be made by votes.

(*b*) Printed copies of voting papers shall be supplied to each member of the Convocation by the Secretary, Calcutta Sanskrit Association.

(*c*) A member is entitled to give one vote to each representative.

(*d*) Western Bengal includes the Presidency and Burdwan Divisions, while Rajshahi, Dacca and Chittagong Divisions are included in Eastern Bengal.

(Resolution No. 142 Edn., dated 21st January 1918, and No. 3347 Edn., dated 8th December 1929.)

12. **Tenure of office.**—Members of the Sanskrit Convocation hold office for 5 years and those of the Sanskrit Council for three years with the exception of the two members elected by the *pandits* who hold office for one year only.

(Resolution No. 142Edn., dated 21st January 1918.)

13. **Functions of the Sanskrit Council.**—The functions of the Sanskrit Council are—

(1) to select examiners for the Sanskrit first, second and Title examinations ;

(2) to receive the reports of the examiners ;

(3) to issue titles and certificates over the signature of the President and the *ex-officio* Secretary to the Association ;

(4) to distribute stipends and rewards ;

(5) to notify to the Government of Bengal the results of the examinations and to communicate to the Government lists of titles and certificates and of stipends and rewards ;

(6) to advise Government in regard to—

(*a*) the course of studies to be followed for the various Sanskrit examinations and in the several classes of Sanskrit institutions ;

(*b*) the fees to be paid by candidates for the various Sanskrit examinations ;

(*c*) the distribution of grants-in-aid to Sanskrit *tols* ; and

(*d*) the rules to be framed for the Sanskrit first, second and Title examinations.

(7) the Council is further authorised—

(*a*) to make recommendations to Government for filling up vacancies in its membership, due regard being had to the desirability of securing a proper representation of the various centres of Sanskrit learning and the different associations connected therewith ;

(*b*) to fix its places of meeting, travelling allowance being given to all members attending such meetings (*see* also rule 15) ;

(*c*) to affiliate *tols* and to propose, for the approval of Government, rules regulating their affiliation ;

(*d*) to inspect *tols* either by the deputation of one or more of its members or by the employment of qualified persons who are not members of the Association.

(Resolution No. 1073T.—G., dated 19th June 1908.)

14. **Correspondence.**—All correspondence between the Sanskrit Council and the Government should pass through the Director.

(Resolution No. 142Edn., dated 21st January 1918.)

15. **Travelling allowances.**—Non-official members of the Sanskrit Convocation and the Sanskrit Council receive travelling allowances for journeys made for the purpose of attending meetings according to the following scale :—

(*i*) Second class railway fare for each way for self.

(*ii*) Third class each way for one pupil or servant.

(*iii*) Actual carriage and boat hire.

(*iv*) Daily allowance at Rs. 3 per diem.

(G. O. No. 667Edn., dated 18th February 1930.)

16. **Affiliation.**—An association (*samiti*, *samaj* or committee) desirous of being affiliated to the Calcutta Sanskrit Association and of being recognized as an examination centre shall submit a written application to the Secretary, Calcutta Sanskrit Association, giving the following particulars :—

A. (*a*) That the centre is under the management of a regularly constituted governing body.

(*b*) That the President of the association is either a local Government officer or an inspecting officer or a Raja or a respectable zamindar, or a man of high social position and educational qualifications.

(*c*) That the financial resources of the association are sufficient for its continued maintenance.

(*d*) That a suitable public place has been selected as the centre for holding the first and second examinations.

(*e*) That the association is ready to bear all the necessary expenses for holding the examinations at that centre and to obey all the rules and regulations made and published by the Calcutta Sanskrit Association from time to time.

[The Calcutta Sanskrit Association can relax this rule in favour of a particular examination centre under extraordinary circumstances.]

(*f*) That the association is ready to levy the fees of Re. 1 and Rs. 2 from the candidates for the first and second examinations respectively, and to remit the same to the Secretary, Calcutta Sanskrit Association. Secretaries of the *sabhas* or associations in Bengal shall, however, credit the examination fees realised from the candidates to the local Treasuries, where such facilities are available, and submit *chalans* to the Secretary, Calcutta Sanskrit Association. (G. O. No. 3210Edn., dated 28th October 1929.)

B. On receipt of such an application the Secretary to the Calcutta Sanskrit Association shall—

(*i*) direct a local enquiry to be made by a competent person authorised by the Council of the Calcutta Sanskrit Association in this behalf ;

(*ii*) make any other enquiry as may appear to the Council necessary ; and

(*iii*) submit a report to the Council supporting or opposing the application.

17. When an application is granted by the Council of the Calcutta Sanskrit Association, the President of the association will be requested to select a Secretary to conduct the necessary business of the association.

The Secretary must be a *pandit*, or a person possessing a fair knowledge of Sanskrit and English.

The functions of the Secretary will be as follows :—

(1) To make the necessary correspondence on behalf of the association with the Secretary to the Calcutta Sanskrit Association.

(2) To work on behalf of the association in connection with the examination.

(3) To be the custodian of the records, common seal and such other property of the association as the President and the members shall commit to his charge.

(4) To call and attend all meetings of the association and to keep a record thereof.

(5) To perform such other work as may from time to time be prescribed by the Calcutta Sanskrit Association.

(6) To keep an account of the receipts and disbursements by the association.

(7) To convene at least three meetings of the association within a year and to forward the proceedings of the same to the Secretary to the Calcutta Sanskrit Association.

(8) To give all possible help to the officer or officers who may be deputed by the Council for the inspection of *tols*.

(9) To submit annually a report and a return of *tols* under his jurisdiction in the form given below :—

Name of *tol* (if any).	Name of *Adhyapaka*.	*Adhyapaka's* educational qualifications.
1	2	3

No. of candidates, Brahmin and non-Brahmin.	Aid.	
	Government—Municipal.	Local Board—Private.
4	5	

No. of candidates appeared at the title examinations.	No. of candidates appeared at the second examination.	No. of candidates appeared at the first examination.
6	7	8

18. A centre from which at least 50 candidates do not appear for the first and second examinations for three consecutive years will be abolished by the Council of the Calcutta Sanskrit Association on the understanding that the existence of the centre is unnecessary.

Any association failing to pay the fees realised from the candidates due to the Calcutta Sanskrit Association will be liable to disaffiliation.

An association outside Bengal praying for opening examination centre in their province should submit a similar application through the educational authorities of their province.

19. **First and Second Sanskrit Examinations.**—The Sanskrit Council examine candidates whose applications for admission to the First and Second Sanskrit Examinations have been submitted by affiliated associations.

20. The following is a list of affiliated Sanskrit Associations and they are also centres for the first and second examinations :—

NAMES OF SANSKRIT FIRST AND SECOND EXAMINATION CENTRES.

Bengal Presidency.

(1) Calcutta Pandit Sabha.
(2) Bhatpara Pariksha Sabha, post office Bhatpara, 24-Parganas.
(3) Nabadwip Bibudha Janani Sabha, post office Nabadwip, Nadia.
(4) Berhampore Pandit Sabha, Berhampore, post office Khagra, Murshidabad.
(5) Narail Vidyotshahini Sabha, post office Narail, Jessore.
(6) Jessore Sarada Parisad Sabha, post office Jessore, Jessore.
(7) Daulatpur Saraswat Samiti, post office Daulatpur, Khulna.
(8) Burdwan Bijay Centre, post office Burdwan, Burdwan.
(9) Srikhanda Chaitanyadayini Sabha, post office Srikhanda, Burdwan.
(10) Gangatikuri Indranath Centre, post office Gangatikuri, Burdwan.
(11) Midnapore Vidyotshahini Sabha, Midnapore, post office Midnapore Town, Midnapore.
(12) Amarshi Vidyabodhini Sabha, post office Amarshi, Midnapore.
(13) Ghatal Sanskrit Samiti, post office Ghatal, Midnapore.
(14) Baraberia Sanskrit Samiti, post office Baraberia, Midnapore.
(15) Contai Sanskrit Samiti, post office Contai, Midnapore.
(16) Tiluri Bani Bikash Sanskrit Samiti, post office Tiluri, Bankura.
(17) Bankura Saraswat Samaj, post office Bankura, Bankura.
(18) Dacca : Inspector of Schools, Dacca Division, Dacca.
(19) Bakla Aryya Sammilani Sabha, Bakla, post office Goila, Barisal.
(20) Barisal Dharmarakshini Sabha, post office Barisal, Barisal.
(21) Goalundo Saraswat Sammelan Sabha, post office Rajbari, Faridpur.
(22) Idilpur Hitaishini Sabha, Idilpur, post office Gosianhat, Faridpur.

(23) Rupapat Vidwat Sammilani Sabha, post office Rupapat, Faridpur.

(24) Mymensingh Dharma Sabha, post office Mymensingh, Mymensingh.

(25) Hemnagar Hem Chandra Sanatan Dharma Sabha, Hemnagar, Mymensingh.

(26) Kishoreganj Saraswat Samaj, post office Kishoreganj, Mymensingh.

(27) Tangail Sanskrit Examination Committee, post office Tangail, Mymensingh.

(28) Rajshahi Rani Hemanta Kumari Sanskrit College, post office Rajshahi, Rajshahi.

(29) Pabna Jnanada Samiti, post office Pabna, Pabna.

(30) Naogaon Sanskrit Samiti, post office Naogaon, Rajshahi.

(31) Rangpur Dharma Sabha, post office Rangpur, Rangpur.

(32) Chittagong Vidyabinodini Sabha, post office Chittagong, Chittagong.

(33) Patiya Jnanadayini Sabha, post office Patiya, Chittagong.

(34) Noakhali Suhrid Sammilani Sabha, post office Noakhali, Noakhali.

(35) Comilla Dharma Samiti, post office Comilla, Comilla.

(36) Brahmanberia Vidyotsahini Sabha, post office Brahmanberia, Tippera.

(37) Darjeeling : Head Master, Darjeeling High School, Darjeeling.

Assam.

(38) Gauripur Tarini Priya Sanskrit Samiti, post office Gauripur, Goalpara.

(39) Silchar Prachyasiksha Parisad, post office Silchar, Kachar.

(40) Nalbari Sanskrit Sanjivan Sabha, post office Nalbari, Kamrup.

(41) Gauhati Cotton College Centre, Gauhati.

(42) Sylhet Government Sanskrit College, post office Sylhet, Sylhet.

(43) Shillong Government High School, Shillong.

(44) Habiganj Sanskrit Pariksha Samiti, Habiganj.

Central Provinces.

(45) Mandala Sanskrit School Committee, post office Mandala, Mandala.

(46) Jabbalpur K. Hitakarini Sabha, post office Jabbalpur, Jabbalpur.

(47) Khairagarh Sanskrit School Committee, post office Khairagarh, Khairagarh.

(48) Nagpur Sanskrit Examination Centre, Walker Road, Nagpur.

(49) Raipur Sanskrit Association, Raipur, C. P.

Central India.

(50) Datiya State Education Committee, Datiya State, Datiya.

(51) Indore Maharaj Holkar Sanskrit Mahavidyalaya, Indore.

(52) Shibpuri Virattwa Prakasak Mandal, Shibpuri, Gwalior.

(53) Beawar Sanatan Dharma Prem Sabha, Beawar, Rajputana.

Bombay Presidency.

(54) Bombay Gokuldas Tejpal Sanskrit College, 7, Gowalia Tank Road, Bombay.

(55) Petlad Sanskrit Association, Petlad.

(56) Poona Acharyyakul Sanskrit Sabha, Poona.

United Provinces.

(57) Brindaban Banamali Centre, post office Brindaban, Muttra (for Vaishnab Darsan only).

NOTE.—The Sanskrit Council may from time to time add to this list or remove any name from it.

21. *Pandits* of *tols* should send the applications of candidates who desire to appear at either examination to the Secretary of one of these associations.

NOTE.—The dates for the submission of list of candidates are notified in the *Calcutta Gazette* and communicated to the Associations by the Secretary, Calcutta Sanskrit Association.

22. **Applications for admission to first or second examination.**—The Secretary of each association shall forward to the Secretary of the Sanskrit Council a list of candidates showing the following particulars about each :—

(*a*) Name.

(*b*) Name of father.

(*c*) Residence (village, district and post office).

(*d*) Subjects offered and the particular alternative text-books read.

(*e*) Caste.

(*f*) Name of teacher.

(*g*) Village or town, where the *tol* is situated (with name of district and post office).

(*h*) Whether the teacher is employed in a Government or a private school.

(*i*) Whether the candidate is studying in any other institution.

(*j*) The period of continuous study in the *tol* from which the candidate presents himself.

(*k*) Name of examination (Sanskrit First or Second) at which he is to appear.

(*l*) Name and address of the teacher with whom the candidate if successful proposes to continue his studies.

(*m*) Name of any Sanskrit examination previously passed by the candidate.

(*n*) Whether the candidate gained any stipend at any previous examination. If so, when ?

(Government Order No. 4236, dated the 29th December 1896.)

23. All local expenses that may be incurred by the Secretary of the Association in connection with the examinations will be borne by the Association concerned.

24. *Adhyapakas* of *tols* should apply for printed copies of application forms to the Secretary of the examination centre where they intend to send up pupils for examination, and the Secretary will supply the printed copies of application forms in due course. The Calcutta Sanskrit Association neither issues any application forms nor entertains applications for the same direct from the *adhyapakas* so far as the first and second examinations are concerned.

25. A candidate shall not be permitted to appear at the second examination unless he passes the first examination. Special permission to appear at the Sanskrit First and Second Examinations in the same subject in the course of the same year is granted on application under the following conditions :—

(1) That the candidate is a degree-holder of an Indian University, Sanskrit being one of his subjects.

(2) That the candidate is a *pandit* in some recognized school or *tol*.

(3) That the candidate has passed the Title Examination in any subject.

(4) That the candidate presents his Diploma along with his application. In case of a *pandit* a certificate from the Head Master or the District Inspector of Schools or the Secretary of the school or *tol* where he is serving is necessary.

(5) No special permission should be given to teachers of *tols* to appear at two or three examinations in the same subject in the course of the same year unless they prove to the satisfaction of the Secretary that they have presented candidates for the examination of the Association for the preceding three years.

26. In the absence of the abovementioned conditions special permission cannot be granted. In case of failure to pass the first examination, the student will not be entitled to the results of the second examination.

27. **Arrangements for examinations.**—The examiners shall be selected by the Sanskrit Council after consideration of any recommendations on the the subject made by the different associations. The Secretary, Sanskrit Council, in communication with the Inspectors in whose inspectorates the associations are situated, shall make arrangements for the appointment of educational officers as superintendents of the local examinations. He shall also select convenient centres for the examinations after consultation with the Secretaries of the different associations. The dates of the examinations shall be fixed by the Sanskrit Association and notified in the *Calcutta Gazette*.

(Resolution No. 142Edn., dated the 21st January 1918.)

28. **Examination fees.**—Candidates for the First and Second Sanskrit Examinations shall pay examination fees at the rate of one rupee and two rupees, respectively. (Government Order No. 1886 T.-G., dated 1st October 1912.) Each association must pay the fees in the manner laid down in Rule 16A(*f*). In no case shall any fees paid be refunded.

29. **Certificates.**—The value of the first day's paper shall be 100 marks and it shall be the same for the second day's paper. In order to pass a candidate must obtain 33 per cent. of the marks in each paper and 40 per cent. of the total marks in the aggregate. A candidate obtaining 60 per cent. of the aggregate number of marks will be placed in the first division and those obtaining 40 per cent. in the second division.

(G. O. No. 857, dated the 21st March 1892.)

30. The results of the examination shall be published in the *Calcutta Gazette* and communicated to the Secretaries of the different associations. The latter will distribute the certificates signed and forwarded by the Secretary of the Calcutta Sanskrit Association to their respective successful candidates.

(Government Resolutions No. 1073 T.-G., dated the 19th June 1908, and No. 857, dated the 21st March 1892.)

31. **Sanskrit Title Examination.**—The Sanskrit Title Examination shall be held annually by the Sanskrit Council on such dates and at such centres as may be fixed by it. The centres at present are as follows :—

NAMES OF THE SANSKRIT TITLE EXAMINATION CENTRES.

Bengal Presidency.

(1) Calcutta Sanskrit College, Calcutta.

(2) Dacca : Inspector of Schools, Dacca Division, Dacca.

(3) Comilla Dharma Samiti, Comilla, post office Comilla, Comilla.

(4) Rani Hemanta Kumari Sanskrit College, Rajshahi.

Assam.

(5) Silchar Prachyasiksha Parisad, post office Silchar, Kachar.

(6) Gauhati Cotton College, Gauhati, post office Gauhati.

(7) Sylhet Government Sanskrit College, Sylhet, post office Sylhet.

Bombay.

(8) Bombay Gokuldas Tejpal Sanskrit College, Bombay.

Central India.

(9) Indore Maharaja Holkar Sanskrit Mahavidyalaya, Indore.

Central Provinces.

(10) Nagpur Sanskrit Examination Centre, Walker Road, Nagpur.

United Provinces.

(11) Brindaban Banamali Centre, post office Brindaban, Muttra (for Vaishnab Darsan only).

NOTE.—(I) The Sanskrit Council may from time to time add to this list or remove any name from it.

(II) The written examination is held on the first three days. The *viva voce* examination will be held on the fourth day in the *Darsans* and *Smritis*, the points for oral questioning being settled previously and made the same to secure uniformity in character and will be held at Calcutta and Indore only.

32. **Conditions of admission.**—The conditions of admission to the Title Examination shall be as follows :—

(*i*) Any person, wherever educated, is eligible for admission.

(*ii*) No one who has not passed the Second Examination in a particular subject may appear at the Title Examination in that subject. Special permission to appear at the Sanskrit First and Second or Second and Title or First, Second and Title Examinations in the same subject in the course of the same year is granted on application under the same conditions as laid down in Rule 25. In the absence of the conditions laid down in Rule 25, special permission cannot be granted. In case of failure to pass the lower examination the student will not be entitled to the results of the next higher examination although he passes the same.

(*iii*) Applications for admission, together with a fee of Rs. 3, must be submitted in the prescribed form* to the Secretary to the Calcutta Sanskrit Association within dates previously notified by the Sanskrit Council. Every such application must be accompanied by a certificate of character from some respectable person ; in

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*NOTE.—The prescribed form is as follows :—

I request permission to present myself at the ensuing Sanskrit Title Examination.

I have, etc.

A. B.

Particulars to be filled in by the candidate.

Name
Name of father
Age
Religion
Caste
Occupation of the candidate
Town or village and district where resident
The nearest post office and district
Name of teacher, if any, and period he has studied with him
Where educated (town or village, the nearest post office and district)
Subject and course in which to be examined
Centre of examination at which he desires to appear
Date of passing the second examination

the case of a permanent institution, the said certificate must be signed by the head of such institution together with a certificate signed by some respectable Sanskrit scholar or his teacher showing that the candidate may reasonably be expected to pass the examination and that he has studied with his teacher for the period mentioned in the application.

(*iv*) A candidate who applies for admission to the examination after the appointed dates shall pay a fee of Rs. 3-8 up to a date to be fixed by the Sanskrit Council, on the expiry of which no application will be entertained.

(*v*) A candidate who fails to pass or to present himself at the examination under any circumstances will not be entitled to claim a refund of the fee.

(*vi*) A candidate may be admitted to one or more subsequent examinations on payment of the prescribed fee on each occasion.

33. **Arrangement for examinations.**—The examiners shall be selected by the Sanskrit Council. Secretary, Sanskrit Council, in communication with the Inspectors in whose inspectorates the associations are situated, shall make arrangements for the appointment of educational officers as superintendents of the local examinations. He shall also select convenient centres for the examinations after consultation with the Secretaries of the different associations. The dates of the examinations shall be fixed by the Calcutta Sanskrit Association and notified in the *Calcutta Gazette*.

34. The examination will be conducted by means of written papers as well as a *viva voce* test. The written examination will be held on the first three days from 12 to 4 p.m. The *viva voce* examination will be held on the fourth day in the *Darsans* and *Smritis*, the points for oral questioning being settled previously and the questions made the same to secure uniformity in their character, and will be held in the Calcutta Centre only. On the same day candidates for Grammar and Kavya shall be required to undergo an examination in Sanskrit composition and translation, while those of Veda, Jyotisha and Purana shall be required to write a short dissertation on a subject connected with the particular branch examined. On the fifth day an optional examination in English grammar, translation and composition will be held.

35. In order to pass the Title examination a candidate must obtain 40 per cent. in each paper and 50 per cent. of the total number of marks, except in the case of Hindu Philosophy and Astronomy, in which a candidate must obtain 33 per cent. in each paper and 59 per cent. in the aggregate.

36. Those candidates who obtain 66 per cent. of the total number of marks or more in any subject in the aggregate shall be placed in the first division, and those who obtain over 50 per cent. but under 66 per cent., in the second division.

37. To pass the optional English examination a candidate must obtain 25 per cent. in that paper. The marks obtained in the English optional subject will not be added to the marks obtained in the general subjects.

38. In calculating marks for ascertaining the relative position of candidates the marks obtained in Philosophy are always considered as the standard.

For the purpose of fixing the relative position of candidates in other branches, a reduction of 10 per cent. is made in the marks obtained in Smriti and of 15 per cent. in Kavya, Grammar, Jyotisha and Purana.

39. **Expenditure for Sanskrit Examinations.**—Government have provisionally approved of the following scale of remuneration for paper-setters, paper-examiners, moderators, supervisors, tabulators, invigilators, proof-readers and scribes of the Sanskrit Examinations (G. O. No. 667 Edn., dated the 18th February 1930) :—

	Rs.	a.	
(1) Invigilators	1	8	(per head per day)
(2) Remuneration to scribes	2	0	(„ „)
(3) Remuneration to supervisors	3	0	(„ „)
(4) Remuneration to moderators	100	0	(each)
(5) Remuneration to proof-readers ..	75	0	(„)
(6) Remuneration to tabulators .. .	500	0	(lump)

(7) For setting question papers—

(*a*) In the Title examination—

For setting one paper on—	Rs.	a.
Kavya (Literature)	3	0
Grammar	3	0
Puran	5	0
Astronomy	5	0
Smriti (Hindu Law)	5	0
Darshan (Philosophy)	5	0
Pali Abhidharma Pitak	5	0
Sutta Pitak	3	0
Vinay Pitak	3	0
For examining one paper on—		
Kavya, Grammar, Pali Sutta Pitak or Vinoy Pitak ..	0	4
Puran, Astronomy, Smriti, Darsan or Pali Abhidharma Pitak	0	8

(*b*) In the First and Second Examinations—

For setting one paper on—		
Kavya, Grammar, Pali Sutta Pitak or Pali Vinoy Pitak ..	2	0
Puran, Astronomy Darsan or Pali Abhidharma Pitak ..	4	0
For examining one paper on—		
Kavya Grammar, Pali Sutta Pittak or Pali Vinoy Pitak ..	0	2
Puran, Astronomy, Smriti, Darsan or Pali Abhidharma Pitak	0	4

40. **Certificates.**—A certificate of proficiency signed by the Secretary and by the President of the Sanskrit Council showing by an appropriate title (*i.e.*, Kavyatirtha, Nyayatirtha) the branch of learning which has been studied, is granted to each successful candidate.

NOTE.—The results of the examination, and the titles awarded to the successful candidates, shall be published by the Director in the *Calcutta Gazette*. They shall also be communicated to the different associations.

41. **Stipends and prizes.**—Stipends, confined to *tols* in Bengal, are awarded on the results of the First and Second Examinations and prizes on the results of the Title Examination, to pupils and teachers. Ordinarily not more than one-third of the total number of stipends will be awarded to students of Kavya and Grammar.

42. **Stipends.**—The general rules for the award of stipends are as follows :—

(*i*) Students of English schools or colleges who appear at the Sanskrit First and Second Examinations as private candidates are not eligible for stipends.

(*ii*) Students of *tols* maintained by *pandits* who are employed as teachers in Government or private schools or colleges are eligible for stipends, provided that they are not also pupils of other institutions. But they will not earn any stipend for their teachers who are in receipt of salaries for regular work.

(*iii*) Students of *tols* who are also students of English schools or colleges are not eligible for stipends, nor do their teachers receive such for passing them.

(*iv*) If a candidate applies to more than one association for permission to appear at the first or second examination, he thereby disqualifies himself and his teacher for the receipt of stipends.

(*v*) Students who have already appeared at a higher examination in the same subject are ineligible for stipends.

(*vi*) Students who appear at the Sanskrit First and Second Examinations after passing a degree examination of the University of Calcutta or any other University will not be eligible for stipends on the results of the same.

(*vii*) No student will be allowed to hold more than one Government stipend at the same time, but students who earn two stipends on the results of two different Sanskrit examinations on two different subjects should be allowed to draw both the stipends in the course of the same year.

(*viii*) If a student earns stipends from the Governments of two separate provinces on the results of their separate examinations, he will be eligible to enjoy the same in the course of the same year.

(*ix*) In the distribution of stipends to pupils on the results of the First and Second Examinations merit shall always be taken into consideration.

(*x*) Students who have not read in the *tols* from which they appear for at least twelve months immediately preceding the examination, though entitled to earn stipends for themselves, will not earn stipends for their teachers.

(*xi*) Students who have read with more than one teacher in the course of the last twelve months immediately preceding the examination must appear in the names of all the teachers with whom the student read, whether living or dead.

NOTE.—A list showing the award of stipends shall be published annually in the *Calcutta Gazette* by the Director, on the recommendation of the Sanskrit Council.

43. **Number of stipends.**—The number of stipends, tenable from the 1st September of each year in all cases and awarded to pupils and teachers are as follows:—

(1) *On the results of the first examination*—

57 stipends of Rs. 2 a month, tenable for two years, are awarded to 57 pupils.

45 stipends (21 of Rs. 6 a month and 24 of Rs. 8 a month), tenable for one year, are awarded to the teachers of successful pupils.

(2) *On the results of the second examination*—

36 stipends (17 of Rs. 3 a month, 15 of Rs. 4 a month and 4 of Rs. 3 a month for Nyaya pupils) are awarded to pupils. The stipends for Nyaya pupils are tenable for 3 years, and in the other cases for two years.

29 stipends (14 of Rs. 10 a month and 15 of Rs. 12 a month), tenable for one year, are awarded to the teachers of successful pupils.

(Government Resolution No. 857, dated the 21st March 1892.)

44. **Stipends to pupils.**—The distribution of stipends to pupils eligible for them on the results of the first examination is made as follows : (*i*) six are awarded for merit, two being given for Kavya and Grammar and four for proficiency in the higher subjects, (*ii*) six are reserved for backward localities, two being given for Kavya and Grammar and four for the higher subjects, and (*iii*) the remaining 45 stipends are distributed in proportion to the number of passes under different associations, 15 being given for Kavya and Grammar and 30 for the higher subjects.

45. The distribution of stipends to pupils eligible for them on the results of the second examination is made as follows : (*i*) 21 stipends of Rs. 3 a month are awarded, if a sufficient number of eligible candidates exists, of which 7 are reserved—3 for backward localities (one for Kavya and Grammar and the the other two for the higher subjects) and 4 for Nyaya pupils (one for merit in a competition among the students of Anumankhanda, Sabdakhanda and Prachin Nyaya ; one for the first pupil in Sabdakhanda, and two for the first and second pupils in Anumankhanda). The remaining 14 stipends are distributed in proportion to the number of passes under different associations, five being given for Kavya and Grammar and nine for the higher subjects.

45A. The fifteen stipends of Rs. 4 a month each will be awarded if a sufficient number of candidates is found eligible, of which three will be

reserved for merit (one being given for proficiency in Kavya and Grammar and two for proficiency in the higher subjects). The remaining 12 will be distributed in proportion to the number of passes under different associations of which four will be given for Kavya and Grammar and eight for the higher subjects.

46. **Stipends to teachers.**—The distribution of stipends to teachers of pupils successful at the first examination, if a sufficient number of eligible candidates exists, is made as follows:—

(*a*) 10 of Rs. 6 a month shall be reserved for backward localities.

NOTE.—Should any of the reserved stipends be not taken up locally, they will be awarded on the results of the general competition.

(*b*) 10 of Rs. 8 a month shall be awarded according to merit, 4 being given for proficiency in Kavya and Grammar and 6 for proficiency in the higher subjects.

(*c*) 11 of Rs. 6 a month and 14 of Rs. 8 a month shall be awarded under the present system whereby the marks obtained by the passed candidates from every *tol* are added up and stipends are awarded to those *pandits* whose pupils together receive the highest marks in the aggregate.

47. On the results of the second examination, the distribution of stipends to teachers of pupils successful at this examination, shall, if a sufficient number of teachers eligible for stipends exists, be made as follows :—

(*a*) 7 of Rs. 10 a month shall be reserved—one for Nyaya and six for backward localities, and seven shall be awarded in the manner mentioned in Rule 46 (*c*).

(*b*) 7 of Rs. 12 a month shall be reserved—one for Nyaya and six for award according to merit, two being given for proficiency in Kavya and Grammar and four for proficiency in the higher subjects. The remaining eight stipends shall be awarded in the manner mentioned in Rule 46 (*c*).

NOTE.—(I) The stipends reserved for teachers of Nyaya under clauses (*a*) and (*b*) may not be given to the *tols* at Nadia, which received fixed grants from Government for teaching Nyaya.

(II) Should any of the reserved stipends be not taken up locally, they will be awarded on the results of the general competition.

48. **Endowed Stipends for teachers.**—There are eleven Hara Kumar Tagore *Tol* stipends of which two of Rs. 6 per mensem, and four of Rs. 5 per mensem will be awarded to teachers on the results of the Second Examination, and four of Rs. 4 per mensem and one of Rs. 3 per mensem will be awarded to teachers on the result of the First Examination. This will leave a surplus balance from the income of the fund of Rs. 7-8 per annum, which is accumulated and when the amount reaches Rs. 60 it will be applied as an additional stipend of Rs. 5 per mensem for twelve months which will be awarded on the results of the Second Examination commencing as soon after such accumulation as may be convenient. These stipends are reserved for those *tols* candidates from which are examined by the Calcutta Pandit Sabha. Further rules regarding these stipends are given in Government Notification No. 448-Edn., dated the 4th February 1928.

49. **Death of teachers elected to stipends.**—Should a teacher elected to a stipend die before or after election or before receiving the stipend in full or in part, the amount due to the deceased may be paid to his representatives.

(Government of Bengal, Education Department, Order No. 227T.—Edn., dated the 10th October 1939.)

50. **Tenure of stipends.**—To retain his stipends for a second year (and in the case of students in Nyaya for a third year) a student must produce annually a certificate of good progress from his *pandit*, due allowance being made for illness.

(Government Resolution No. 857, dated the 21st March 1892.)

51. **Forfeiture of stipends.**—Continuous absence of a student from his *tol* for more than three months entails forfeiture of his stipend, but in case of illness the period may, with the sanction of the Inspector, be extended to six months. Half-stipend may be drawn by a student when absent through illness; if absent for any other cause, he draws no stipend for the period of absence.

(Government Resolution No. 857, dated the 21st March 1892.)

52. **Transfer of stipends.**—When a stipend-holder is transferred from one district to another, or from one institution to another in the same district, he should obtain a transfer certificate from the District Inspector concerned. But if a stipend-holder is transferred to an institution outside Bengal he should obtain sanction from the Director, and his stipend will be drawn by the principal teacher of such institution, deductions for absence being made according to the rules, a copy of which should be forwarded to him. The bill should be sent to the Inspector, in whose jurisdiction the stipend was originally made tenable and he will remit the amount of stipend by money-order.

(Government Resolution No. 857, dated the 21st March 1892.)

NOTE.—Inspectors of Schools are empowered to sanction the transfer of Sanskrit stipends from one *tol* to another.

53. **Payment of stipends.**—Stipends and Government prizes will be drawn and paid by the District Inspector of Schools of the district in which the *tol*, where they are tenable, is situated, the bill being submitted by the *pandit* of such *tol* and countersigned by the Inspector of Schools. The bill should be accompanied by a certificate from the *pandit* in charge of the *tol* stating for what period (if any) deductions are to be made at the specified rates on account of absence, the cause of absence being also stated.

(Government Resolution No. 857, dated the 21st March 1892.)

NOTE.—Hara Kumar Tagore *tol* stipend-holders should submit their bills to the Principal, Sanskrit College, for payment after they have been duly countersigned by the District Inspector of Schools of the district where the *tol* is situated.

54. **Death of student stipend-holders.**—Should a pupil receiving a stipend die, the amount of the stipend or any portion thereof, for any period up to the date of his death, if not drawn by such pupil, may be paid to his representatives.

(Government of Bengal, Education Department, Order No. 227T.—Edn., dated the 10th October 1939.)

55. **Prizes to pupils.**—On the results of the Sanskrit Title Examination, fifteen Government prizes—two of Rs. 100, two of Rs. 50, six of Rs. 25 and five of Rs. 20 each—are awarded to pupils in order of merit. Pupils are also eligible for the following private rewards :—

(*a*) Two Burdwan prizes of Rs. 40 each—one for Darsan and one for Smriti.

(*b*) One Darbhanga prize of Rs. 19 for any subject of examination.

(*c*) One Harakumar Tagore prize of Rs. 25 for Darsan.

(*d*) One Raja Krishna Nath Ray stipend of Rs. 4 a month to be given for proficiency in Kavya.

(*e*) One Biraj Mohini Debi silver medal for Nyaya Darsan.

(*f*) One Darbhanga stipend of Rs. 13 a month for Darsan.

(*g*) One Raja Haranath Roy stipend of Rs. 5 a month for Darsan.

(*h*) One Raja Loknath Roy stipend of Rs. 6 a month for one who stands first in Smriti.

(*i*) One Dewan Krishna Kanta Nandi stipend of Rs. 7 a month for Darsan.

(*j*) One Prasanna Kumar Tagore stipend of Rs. 7 a month for Smriti.

(*k*) One Biseswar Chakravarti gold medal for one who stands first in Smriti.

(*l*) One Pratap Narain Dev Burma gold Keyur (Rs. 150) for the first man in Panini Grammar if he passes in the first division.

(*m*) One Pratap Narain Dev Burma gold medal (Rs. 100) for the second man in Panini Grammar.

(*n*) One Jagamohan Mookerji prize of Rs. 35 for Kavya.

(*o*) One Parvati Debi prize of Rs. 35 for Smriti.

(*p*) One Rajarshi Gopal Chandra Acharyya Chaudhury silver medal for Veda.

(*q*) One Rajarshi Gopal Chandra Acharyya Chaudhury silver medal for Nyaya.

(*r*) One Rajarshi Gopal Chandra Acharyya Chaudhury silver medal for Smriti.

(*s*) One Mahendra Nath Goswami gold medal for Puran.

(*t*) One Anagarika Dharmapala gold medal for Pali.

(*u*) One Kali Krishna Pramanik gold medal for Vaishnav-Darsan.

(*v*) One Ramgopal Smritibhusana gold medal for one who stands first in Navya Smriti.

(*w*) One Ramdas Mukherjee gold medal for one who stands first in Vedanta.

(*x*) One Dinanath Chakravarti gold medal for one who stands first in Smriti.

56. **Prizes to teachers.**—In order that a teacher may obtain a prize one of his pupils must pass and his position among his *confreres* is determined by adding to the total number of marks gained by his passed pupil or pupils, the marks obtained by his unsuccessful pupil or pupils when these do not fall below the minimum of one-third.

57. Ten Government prizes—Two of Rs. 200, two of Rs. 100 and six of Rs. 50 each—are awarded to teachers of pupils successful at the Sanskrit Title Examination. Teachers are also eligible for the following private rewards :—

(*a*) Two Burdwan prizes of Rs. 45 each—one for Darsan and one for Literature (Kavya).

(*b*) One Hara Kumar Tagore prize of Rs. 45 for Darsan.

(*c*) Two Raj Krishna Roy's prize of Rs. 50 each—one for Darsan and one for Kavya.

(*d*) One Kshetramani Devi prize of Rs. 50 for Smriti.

58. **Grants-in-aid to tols.**—Grants-in-aid to *tols* are of three kinds, *viz* :—

(*i*) those made under the grant-in-aid rules (*vide* Chapter VIII) ;

(*ii*) those made by the Director, on the recommendation of the Calcutta Sanskrit Association, to—

(*a*) meritorious *tols* in backward localities ;

(*b*) *tols* conducted by distinguished *pandits* who deserve encouragement but who train only a few students and cannot therefore receive any adequate amount in the form of rewards however high the level of their instruction ; and

(*iii*) those given as special grants to the *tols* at Bhatpara and Nabadwip.

59. **Special grants.**—A grant-in-aid of Rs. 102 a month is paid to the Bhatpara Sanskrit College for the creation of the following stipends :—

1 Nyaya stipend of Rs. 6 a month to the senior pupil (reading the old system) who also acts as a monitor and pupil teacher.

5 Nyaya stipends of Rs. 6 each.

1 Vedanta stipend of Rs. 6.

1 Sankhya stipend of Rs. 6.

5 Smriti stipends of Rs. 6 each.

4 Stipend for *belles lettres* (Kavya) at Rs. 6 each.

(G. O. No. 4713, dated the 29th December 1915.)

60. The maximum periods for which these stipends are tenable are—

(G. O. No. 1578 T. G., dated the 5th September 1903.)

(*a*) Seven years for a Nabya Nyaya student (group A) provided that, if he studies the old system, or Sankhya, he will be allowed to hold the stipend for an additional term of three years.

(*b*) Three years for a Nabya Nyaya student (group B).

(*c*) Six years for a Smriti student.

(*d*) Four years for a Vedanta or Kavya student.

61. The stipends are tenable for the above periods only if the conduct and progress of the holders are satisfactory and their attendance regular. The following restrictions are also imposed :—

(G. O. No. 1578 T.—G., dated the 5th September 1903.)

(*a*) No stipends are to be given to local pupils, *i.e.*, to those whose homes are within a radius of five miles from Bhatpara.

(*b*) No stipends are to be awarded to students reading Grammar only.

(*c*) If, at any time, the number of pupils in one department falls below the sanctioned number of stipends, the Principal may, with the sanction of the Inspector of Schools, Presidency Division, award the stipends not taken up in this department to the pupils of another department, provided that no pupil receives more than what is due to him in his own department and that the total grant does not exceed Rs. 50 a month.

(*d*) The Principal may, with the sanction of the Inspector, allow a student to hold his stipend for one year longer than the prescribed period if owing to ill-health or any other unavoidable reason he fails to present himself at, or pass, an examination ; but no student should be allowed to hold a stipend if he has failed twice in an examination.

(*e*) The award of stipends should be recommended by the Principal of the college and sanctioned by the Inspector of Schools.

(*f*) A preliminary examination in Sanskrit grammar should be held by the professors before the first award of stipends.

(*g*) Bills for stipends should be drawn by the Principal after countersignature by the Inspector of Schools.

62. The following special grants are paid for the encouragement of the Nabadwip *tols* :—

(*a*) Two stipends of Rs. 150 and Rs. 75 a month each for the most distinguished Nyaya *pandits*.

(*b*) One stipend of Rs. 90 a month for the most distinguished Smriti *pandit*.

(G O. No. 2766 Edn., dated the 8th October 1925.)

(*c*) A grant of Rs. 6,000 a year for subsistence allowances to Nyaya and Smriti students.

(G. O. No. 355 T.-Edn., dated the 31st May 1918.)

Rules for the regulation of leave and leave allowances of the three pandits *holding the stipendiary chairs of Nyaya and Smriti at Navadwip (Nadia) created under Government order No. 190 T.—G., dated the 18th September 1892.*

(1) Each of the three pandits is permitted to be away from his *tol* for 100 days in a year.

(2) The 100 days are inclusive of such holidays as it is customary for the *tols* to enjoy. The actual dates of such holidays should be sanctioned by the Inspector of Schools each year in advance.

(3) Casual leave for 15 days in a year may be granted to each *pandit* over and above the leave provided for under rule 2 ; but under no circumstance shall such leave be for more than five days continuously.

(4) All leave other than that provided for under rules 2 and 3 above shall be in accordance with the Civil Service Regulations and subject to the provisos—

(*i*) that no acting arrangement consequent on leave shall involve additional expenditure ;

(*ii*) that no privilege leave is admissible for the pandits.

(5) It shall be competent for the Inspector of Schools, Presidency Division, to sanction leave to the *pandits* in accordance with these rules without any previous reference to the Director of Public Instruction. The Inspector may also make acting arrangements subject to the conditions set forth in these rules.

(G. O. No. 3, dated the 2nd January 1918.)

63. The rules for the grant of stipendiary allowances to students of Navadwip *tols*, as sanctioned in G. O. No. 355 T.—Edn., dated the 31st May 1918, are as follows :—

(1) Out of the annual grant of Rs. 6,000, Rs. 20 a month or Rs. 240 a year will be paid to the *tol* clerk, who keeps the registers of students and distributes money among them. The clerk should be furnished by the District Inspector of Schools, Nadia, with a list of the students entitled to receive the allowance and be ordered to give no allowances to any one whose name is not on the list and to enter no name on it without written permission from the District Inspector.

(2) Rupees six per mensem will be allowed for religious ceremonies and contingent charges.

(3) Students of Nyaya and Smriti who have passed the Sanskrit First and Second Examinations will be given a stipendiary allowance at the rate of Rs. 6 per mensem.

(4) From the balance, two stipends of Rs. 6 a month will be reserved for deserving students who may come later from other parts of India.

(5) The balance then remaining will be distributed equally among students after they have undergone a preliminary test by three Government professors of Nyaya and Smriti, but local residents will be excluded. Students having their permanent residence within five miles of Nadia will be regarded as local residents for the purpose of this rule.

(6) The continuance of the allowance will be conditional on regular attendance and satisfactory progress on the part of the students. A fortnight's absence except in vacation time will render a student liable to forfeit half his allowance for the month ; and ordinarily three months' absence, except with the leave of the District Inspector of Schools, will render a student liable to forfeit it entirely. Sums thus forfeited will be divided equally among the rest of the students.

(7) Subject to the above conditions Nyaya students will receive the allowance for nine years and Smriti students for seven years. The District Inspector of Schools is responsible that no one is in receipt of the allowance for a longer period than that sanctioned.

(8) The only vacation allowed will be two months yearly from the full moon of the Bengali month of Bhadra to the full moon of the Bengali month of Kartick.

C.—Sanskrit Pathshalas.

64. **Inspection, etc.**—Sanskrit *pathshalas* are open to inspection by Sub-Inspectors and other inspecting officers of the Department, who should consult the Sanskrit Association as to the adequacy or otherwise of the Sanskrit studies and decide whether the teaching of reading, writing and arithmetic is satisfactory. Should the report in both cases be favourable, the inspecting officer concerned will recommend the District Board or Municipality to make a grant and the latter, if its funds permit, will sanction a grant or stipend according as the institution is working under a managing committee or otherwise.

D.—Sanskrit College, Calcutta.

65. **General.**—The Sanskrit College, Calcutta, consists of three departments : (*i*) the Anglo-Sanskrit School, (*ii*) the Anglo-Sanskrit College, and (*iii*) the Oriental Department or *Tol*. Although the avowed purpose of the three departments is to impart instruction to candidates for the Matriculation Examination, the Intermediate and Bachelor of Arts Examinations, and the *Tol* Examinations, respectively, the common feature which characterises all the departments is the extensive cultivation of Sanskrit learning in its diverse phases. This object is achieved by the employment of highly qualified specialists and by the maintenance of a special library of printed books and manuscripts. The institution, in substance, aims primarily at a unified pursuit of Sanskrit studies from the lowest to the highest grades although, incidentally, it prepares candidates for University examinations. Indeed, this latter may be regarded as a secondary purpose. The *Tol* Department prepares candidates for the First and Second Sanskrit Examinations and for the Sanskrit Title Examination. The object of this department is to combine all that is best in indigenous Sanskrit learning with the more scientific methods of European Sanskrit scholars. The Oriental Department of the Sanskrt College has a hostel which accommodates 21 students. The hostel was made over to the Administrator-General, Bengal, by the late Babu Balai Chand Dutta of Coloo-tola Street for the accommodation of Sanskrit students of the Sanskrit College Oriental Department. The students of the hostel receive stipends of Rs. 8 a month out of the income of an endowment fund created by the late Nistarini Dasi, wife of Babu Balai Chand Dutta, in her own name. The Director is the administrator of the Nistarini Dasi Endowment Fund. The hostel has a Superintendent and a durwan who are paid out of the income of the said Nistarini Dasi Endowment Fund.

66. **Governing Body.**—There are two Governing Bodies constituted for the Sanskrit College, one for the English (Arts) Department and the other for the Oriental (*Tol*) Department. The Principal of the College is Vice-President and Secretary, *ex-officio*, of both Governing Bodies, and the other members, including the President, are appointed by Government on the recommendation of the Director. The College staff elect two representatives to each in accordance with the procedure set out in rule 23 in Chapter III of this Code.

*67. The functions of each Governing Body are, in general, the same as those of the Governing Bodies of Arts Colleges (*vide* rule 25 in Chapter III of this Code).

68. **Fees.**—No fees are charged to students studying in the Oriental (*Tol*) Department. In the English (Arts) Department the sanctioned fee is Rs. 6 per mensem. The privilege of a lower fee of Rs. 2 per mensem is, however, conceded to 60 students of the College who are descendants of *bona-fide pandits* on condition that the total number of students attending the College should reach 105.

Free-studentships.—There are 200 part-free-studentships of Re. 1 each available in the School Department. One hundred of these part-free-studentships are awarded to students of the *bona-fide Pandit* families, if available. Free-studentships admissible in schools up to 5 per cent. of the number in the roll are not however available here.

69. **Holidays.**—The number of holidays in the Sanskrit College is the same as that in other Arts College, *viz.*, 115 days in each calendar year, excluding Sundays. The summer and puja vacations must not exceed 62 and 25 days or 59 and 28 days, respectively. Subject to these limits the annual list of holidays shall be sanctioned by the Governing Body, but a copy of the list must be sent to the Director for his information.

Section II.—Islamic Education.

A.—General.

70. In order to remove some of the difficulties that beset the education of Muhammadans, special arrangements are made for reserving a certain percentage of vacancies for Muhammadans in all Government institutions, for providing funds for special scholarships, for combating difficulties of residence and for offering facilities for their study in colleges. Besides these facilities in schools and colleges of a general character, there are other institutions intended to meet the special needs of the Muhammadan community in Bengal. These special institutions are of three kinds (*i*) those which teach the ordinary course, (*ii*) those which, starting as indigenous schools, have adopted a modified version of the prescribed curriculum and thus gained recognition, and (*iii*) those which, whether recognized or not, have a scheme of studies peculiar to themselves.

(Government Resolution No. 1227-Edn., dated the 3rd August 1916.)

71. Institutions falling within the first class are really ordinary institutions started for or by Muhammadans. Hindus are not necessarily excluded from them, but arrangements are made for the teaching of Arabic, Persian and Urdu, religious instruction is imparted and Muhammadan teachers are employed as far as possible.

72. Under the second class fall those indigenous institutions which have adopted all or part of the ordinary primary course without necessarily dropping their Islamic characteristics. Such institutions are, for instance, *maktabs* (*i*) which, teaching the prescribed secular course, are recognized as secularized institutions and classed as primary schools, (*ii*) those which teach no part of

the primary course but are recognized or teach a recognized course or present pupils at a recognized examination, and (*iii*) those which are neither recognized nor teach any part of the primary course and which are classed as unrecognized institutions.

73. Institutions of the third class vary from the primitive Qur'an schools, often held in the shade of the mosque, to the great Madrasahs where the religion and laws of Islam are expounded by Maulvis who have devoted their lives to that study.

74. During the years 1914 and 1915, two decisions of importance were taken towards the development of Muhammadan education in Bengal.

Firstly, by Resolution No. 4147, dated the 16th November 1915, Government ordered that the cost of the maintenance of those Madrasahs, which up to that time had been defrayed from the Mohsin Fund, should be charged to Provincial Revenues, the income of the fund thus set free being devoted to the provision of scholarships and stipends for Moslem students in Moslem institutions and in Arts and Professional colleges and High schools.

Secondly, by Resolution No. 450-T.G., dated the 31st July 1914, a scheme of studies, known as the Reformed Madrasah Scheme, was introduced in Madrasahs superseding the scheme which, after a Conference in Calcutta, had been brought into force in 1908. The Muhammadans of Eastern Bengal were dissatisfied with the scheme of 1908 which did not, in their opinion, meet modern requirements. A committee was accordingly summoned at Dacca in 1909-10, which drew up a syllabus of a more advanced type, including English. While this was under consideration, the Government of India announced their intention of establishing a residential University at Dacca. The Committee appointed by the Government of Bengal to frame a scheme for the new University decided to adopt the suggestion of the Government of India that a Department of Islamic studies should be included in the new University, and appointed a sub-committee to work out the details not only for the University itself but also for the Madrasahs which would prepare pupils for the Faculty of Islamic Studies. The curriculum then drawn up was brought into operation in 1915, and, with modifications made since, is in force to-day. Save that Arabic is compulsory in Junior and Senior Madrasahs of the reformed type, the course corresponds generally to that pursued in ordinary secondary schools, so that Senior and Junior Madrasahs are really High and Middle schools, respectively, on an Islamic basis. The Calcutta Madrasah is the only Government institution in the Province in which the teaching of the orthodox course has been retained, with English as an optional subject.

75. The reformed Madrasah course, while being a preparatory one to the Islamic studies of the University of Dacca, is complete in itself, and students who wish to pass from a Madrasah to any University course other than that of Islamic studies will not find themselves handicapped by reason of their lack of knowledge of general subjects. Those pupils who have completed the Junior Madrasah course are eligible for admission into the fifth class from the top of a high school. At the end of the junior course an examination is held under the control of the Department, on the result of which promotions from the junior to the senior department are decided and scholarships and stipends tenable in reformed Senior Madrasahs and High schools are awarded. At the end of the senior course a High Madrasah examination conducted by the Board of Intermediate and Secondary Education, Dacca, is held on the results

of which scholarships and stipends are awarded enabling successful candidates to continue their studies in the Islamic Intermediate colleges where, on passing the Islamic Intermediate examination, which is also conducted by the Board of Secondary and Intermediate Education, Dacca, they are assisted by scholarships and stipend, to pursue a course of studies in the Islamic Department of the University of Dacca. Students passing the High Madrasah examination may, with special permission, also take the Arts course of the Dacca Board or of Calcutta University.

B.—Islamic Intermediate College.

76. **General.**—The Islamic Intermediate colleges at Dacca and Chittagong are the only two Government institutions of this kind in the province and owe their development from Madrasahs to their present status to the recommendations of the Calcutta University Commission in Chapter XVI, paragraph 107, and Chapter XXXII, paragraph 100 of their report. There is also an aided Islamic Intermediate college at Serajganj which is known as the Islamic Intermediate College, Serajganj. These institutions form connecting links between the Reformed Madrasah scheme of the Province and the department of Islamic studies in the University of Dacca. The College Department at Chittagong is on a temporary basis.

77. **Admissions and withdrawals.**—The admission of students to, and their withdrawal from, Islamic Intermediate colleges is controlled by the Board of Intermediate and Secondary Education, Dacca, which may make its own rules on the subject and, if it so desire, judge individual cases on their merits. Government desire, however, that the admission of unqualified students should be severely restricted, if not rendered entirely impossible.

78. **Governing Body of Dacca Islamic Intermediate College.**—The Islamic Intermediate College at Dacca is under the superintendence of a Governing Body, appointed by Government on the recommendation of the Director. The Divisional Commissioner is *ex-officio* President of this body, and the Principal of the College *ex-officio* Secretary. The members include representatives of the Board of Intermediate and Secondary Education, Dacca, of the University of Dacca, of the staff of the college, and of the guardians of the students.

79. The functions of the Governing Body are the same as those of the Governing Bodies of Arts Colleges.

80. **Governing Body of the Chittagong Islamic Intermediate College.**—The superintendence of this college is vested in a Governing Body constituted on more or less similar lines to that of the Dacca Islamic Intermediate College, and exercising similar functions.

81. **Islamic Intermediate Examination.**—The control and conduct of this examination, which previously vested in the Director assisted by an Advisory Board, were transferred to the Board of Intermediate and Secondary Education, Dacca, on its constitution. The examination is recognized as equivalent to the corresponding Intermediate Examination of the University of Calcutta for the purpose of admission into all branches of Government service.

(G. O. Nos. 2890-2960-Edn., dated the 24th October 1925.)

82. **Fees.**—The fee rates sanctioned for the Dacca and Chittagong Islamic Intermediate Colleges are as follows:—

Class.	Dacca Islamic Intermediate College.	Chittagong Islamic Intermediate College.
	Rs. a.	Rs. a.
2nd year Intermediate	3 0	3 0
1st year Intermediate	3 0	3 0
Class X	1 4	1 0
„ IX	1 4	1 0
„ VIII	1 0	1 0
„ VII	1 0	1 0
„ VI	0 10	0 10
„ V	0 7	0 7
„ IV	0 7	0 7
„ III	0 7	0 7
„ II	0 7	0 5
„ I	0 7	0 4

83. **Staff.**—The sanctioned staff for the Islamic Intermediate Colleges at Dacca and Chittagong is shown in the following statement:—

Staff	Dacca Intermediate College (excluding the Junior Madrasah Department.)	Chittagong Intermediate College (including the Junior Madrasah Department.)
Principal	1	1
English Teachers	7	7
Special Arabic Lecturer	1	1
Other Arabic Teachers	6	6
Vernacular Teachers	.	2
Drill Master	1	..

C.—Madrasahs.

(*i*) *General.*

84. **General.**—Madrasahs in Bengal are of two kinds, known as Old or or Orthodox Madrasahs, and New or Reformed Madrasahs. The Calcutta Madrasah is the only Government institution in the Province in which the old or orthodox course has been retained.

Reformed Madrasahs are again divided into Junior and High Madrasahs. The former contain classes I to VI, known as the junior course, while High Madrasahs contain the junior course as also classes VII to X, known as the senior course.

85. **Control.**—Junior Madrasahs of the reformed type are under the control of the Department and are either maintained or aided by Government. High Madrasahs of the reformed type in the Dacca University area are under the control of the Board of Intermediate and Secondary Education, Dacca; those outside that area may be inspected by the Board, but their inspection is primarily a duty of the inspecting officers of the Department, copies of whose inspection reports must, however, be communicated to the Board.

(G. O. No. 232 T.—Edn., dated the 23rd May 1924.)

86. **Inspection and recognition of Reformed Madrasahs.**—The rules which govern the inspection and recognition of Reformed Madrasahs are as follows:—

(1) Junior Madrasahs under the reformed scheme, that is, Madrasahs teaching up to class VI, but not beyond, should for the purpose of recognition, prescription of courses, examination and general control, remain under the Department.

(2) Junior Madrasahs, teaching up to class VIII, should continue to be under the control and inspection of the Inspector of Schools and take his advice until such time as they are in a position to apply for complete recognition by the Board of Intermediate and Secondary Education, Dacca. No opening of additional classes should be allowed without reference to the Inspector of Schools.

(3) A Madrasah seeking recognition as a High Madrasah will apply, in the first instance, to the Board with all the information required by the Regulations of the Board. The Board will then apply to the Director to request the Divisional Inspector of Schools to inspect the Madrasah and make a report. This report should be submitted through the Director, to the Board, a copy being kept in the office of the Inspector. If an additional or different inspection is required by the Board, it should be arranged in consultation with the Divisional Inspector of Schools in every case.

(4) If the inspection report is considered by the Board to be satisfactory, recognition will be granted on such conditions as the Board may think necessary. A copy of the Board's resolution granting recognition should be sent to the Madrasah concerned, a copy being communicated at the same time to the Inspector and to the Director.

(5) In consultation with the Director, a regular routine system of inspection by the Inspectors concerned should be arranged for High Madrasahs.

87. **Admissions to and withdrawals from Madrasahs.**—The admission to and withdrawal of pupils from High Madrasahs is controlled by the Board of Intermediate and Secondary Education, Dacca, which has framed regulations on the subject. As regards Junior Madrasahs and junior department of High Madrasahs the rules, for the admission and withdrawal of pupils of of Middle schools are applicable *mutatis mutandis*.

88. The number of boys who may be admitted into Madrasahs of the reformed type are as follows:—

To the senior department—50 in each class.

To classes IV, V and VI—40 in each class.

To classes I, II and III—30 in each class.

89. Candidates who have failed at the Junior Madrasahs Examination may be re-admitted to Junior Madrasahs if they apply within one month of the date of publication of the results of the examination. If the expiry of this month occurs during a vacation, then one week from the date of the re-opening of the Madradah will be allowed for applications for re-admission.

90. **Staff.**—The sanctioned staff for Government Madrasahs of the reformed type is shown in the following statement:—

Satff.	Rajshahi Madrasah (High).	Dacca Madrasah (Junior).	Hooghly Madrasah (High).
Superintendent	1	..	1
Assistant Superintendent	..	..	1
Head Master and Arabic Teacher	..	1	..
English Teachers	5	2	5
Arabic Teachers	4	3	4
Vernacular Teachers	2	2	2
Arabic Lecturer	1	..	1

NOTE.—In appointing teachers to Government Madrasahs preference should be given, when other qualifications are equal, to candidates who have obtained a training in Boy Scouting and are qualified to organise and lead Boy Scout Troops.

91. **Grants-in-aid.**—Special funds have been assigned for grants-in-aid to Madrasahs. The case of each institution is considered independently on its merits, but ordinarily the Government grant will not exceed half the total cost of working the institution and shall, in the case of High Madrasahs, be fixed at Rs. 200 a month when the monthly expenditure incurred attains the minimum prescribed in rule 104. Grants are sanctioned by Divisional Inspectors of Schools.

NOTE.—All aided *maktabs* and madrasahs, as a condition of continued assistance, are required to supply themselves with a Senior Teachers' Manual in Urdu which gives adequate guidance to teachers employed in *muktabs* and madrasahs.

92. **Examinations.**—The examination at the end of the junior course, whether in Junior Madrasahs or in High Madrasahs with junior departments, is controlled by the Department, while the examination at the end of the senior course, known as the High Madrasahs Examination, is controlled by the Board of Intermediate and Secondary Education, Dacca. The Central Board of Examiners for Bengal Madrasahs conducts the examination for students taking the orthodox course as also for the Title Examination, classes for which are conducted in the Calcutta Madrasah only.

93. **Scholarships and stipends.**—The scholarships and stipends, of which a full list appears in the following statement are awarded under the reformed scheme of Madrasahs :—

Area of distribution.	Government scholarships and stipends.								Mohsin stipends.*	
	Scholarships.					Stipends.			Rs. 5.	Rs. 2.
	Rs. 15.	Rs. 12.	Rs. 5.	Rs. 4.	Rs. 2.	Rs. 10.	Rs. 8.	Rs. 5.		
1. Rajshahi Madrasah	..	..	..	..	..	..	..	..	..	1(*a*)
2. Hooghly Madrasah	..	..		..	..	..	..	..	3	..
3. Dacca Madrasah	..	..	..	..	..	..	..	..	5 (*b*)	..
4. Chittagong Madrasah	..	..	..	..	..	..	..	..	4	..
5. Non-Government High Madrasahs	..	..	..	..	..	..	..	..	11	..
6. Hooghly Madrasah	..	..	..	5(*c*)	3(*c*)	..	..	..	2	..
7. Dacca Madrasah	..	..	..	..	..	..	..	..	2	..
8. Chittagong Madrasah	..	..	..	..	..	..	..	..	2	..
9. Rajshahi Madrasah	..	..	..	..	..	..	..	..	2	..
10. Non-Government Junior Madrasahs in the--										
Burdwan Division	..	..	..	..	..	..	..	..	2 (*d*)	..
Presidency Division	..	..	..	..	..	..	..	..	2	..
Dacca Division	..	..	..	..	..	..	..	..	4	..
Rajshahi Division	..	..	..	..	..	..	..	..	3	..
Chittagong Division	..	..	..	..	..	..	..	..	4	..
11. Province	5(*e*)	6(*f*)	7(*g*)	..	..	2(*e*)	9(*f*)	23(*g*)	..	..
Total	5	6	7	5	3	2	9	23	46	1

(*a*) This is tenable for one year and is awarded by the Director in class VI.

(*b*) These are tenable for two years in each case and are awarded by the Director on the results of the annual examination of class VIII.

(*c*) These are tenable for one year and are awarded by the Superintendent of the Madrasah for the encouragement of the study of English in the junior and senior classes.

(*d*) These are tenable for two years in each case and are awarded by the Director on the results of the Junior Madrasah Examination.

(*e*) These are tenable for three years in each case and are awarded by the Board of Intermediate and Secondary Education, Dacca, on the results of the Intermediate Examination of the Islamic Course (now called Group C).

(*f*) These are tenable for two years in each case and are awarded by the Board of Intermediate and Secondary Education, Dacca, on the results of the High Madrasah Examination.

(*g*) These are tenable in the case of scholarships, for four years and in the case of the stipends, for two years, in each case. Both are awarded by the Director on the results of the Junior Madrasah Examination. The 23 stipends supplement a similar number of Mohsin stipends (*vide* note (*d*)) so that scholars can enjoy their stipends for the four years of the High Madrasah or High School course.

94. The rules regulating the tenure of Government scholarships and stipends apply *mutatis mutandis* to the case of stipends from the Mohsin Fund.

95. The award of the Government scholarships and stipends on the results of the Islamic Intermediate Examination is subject to the following conditions :—

(*i*) No student who is over 20 years of age at the time of the Islamic Intermediate Examination shall be eligible for a scholarship or stipend.

(*ii*) The scholarships shall be awarded on the ground of merit, and the stipends on grounds of poverty combined with proficiency.

(*iii*) Those students who pass the examination in the first division shall be eligible for scholarships, and no student who has not passed the examination in the first or second division shall be eligible for a stipend.

(*iv*) Students who are awarded scholarships and stipends shall be required to read for the Honours course of studies either in Arabic or in the Islamic Department of the University of Dacca.

(G. O. No. 126-Edn., dated the 26th September 1922.)

96. **Prize allowances and libraries.**—The annual grants to Madrasahs for the award of prizes and for the maintenance of their libraries are as follows :—

	Prize allowance.	Library grant.
	Rs.	Rs.
(1) Calcutta Madrasah	75	800
(2) Dacca Islamic Intermediate College (Madrasah Department) ..	60	300
(3) Chittagong Islamic Intermediate College	60	300
(4) Hooghly Madrasah	60	300
(5) Rajshahi High Madrasah	25	100
Total ..	280	1,800

97. **Punkhas.**—Punkha fees, at rates varying according to the locality, are annually levied on all students in Madrasahs.

98. **Holidays.**—The number of holidays in all recognized High and Junior Madrasahs (except the Calcutta Madrasah) has been fixed at 85 days, exclusive of Sundays, but inclusive of local holidays. It is left to the discretion of the inspecting officers and heads of the institutions concerned to decide on the number of days to be allowed on each particular occasion or festival.

(G. O. No. 820-Edn., dated the 30th March 1916.)

99. For the Calcutta Madrasah, except the Anglo-Persian Department which follows the rules applicable to High schools, the number of holidays has been fixed at 102 days in the case of Senior Section, and 85 days in the Junior Section, including, in both cases, the King-Emperor's Birthday and Durbar Day, but excluding Sundays.

(ii) *Junior Madrasahs.*

100. **Junior Madrasahs.**—The time-table and syllabus of studies in force in Junior Madrasahs of the reformed type are given below :—

Time-table for the Junior Department.

Subject.	Class.					
	I	II	III	IV	V	VI
	Periods per week.					
The Qur'ân (recitation) ..	4	4	..	..	..	..
Urdu (compulsory) ..	4	4	3	2	1	1
Vernacular (Urdu or Bengali)	6	7	6	6	6	4
Arithmetic	6	6	6	4	4	4
Geography	..	2	2	2	2	2
History	..	..	..	2	2	2
English	..	..	7	8	9	9
Arabic	..	..	8	8	9	11
Drawing and Handwork ..	3	2	..	..	..	..
Drill	3	3	2	2	1	1
Total number of periods	26	28	34	34	34	34

Note 1.—Arithmetic, History and Geography are to be taught through the medium of Bengali. In institution in which Urdu is taught as the vernacular, Urdu may be adopted as the medium of instruction with the special permission of the Department.

Note 2.—A boy who has completed the Junior Madrasah course must study for a further year in a special class before he can be admitted into the fourth class from the top of a High school.

Syllabus of studies for the Junior Department.

Class.	Subject.	Books required.	Course of studies.
I	The Qur'ân (recitation—		
	Urdu (compulsory) —Reading.	Arabi ka Qaidah (Anjuman-i-Himayat Islam series) Urdu ki Pahli Kitab (Anjuman-i-Himayat Islam series).	The recognition and making of letters and figures with seeds and drawn on boards or slates. Spelling of words, reading accurately at sight from the books prescribed, and explaining the meanings of words and sentences. Recitation of 20 lines of verse with explanation.
	Conversation Lessons	....	Ourselves and our houses :— The form of the human body. By way of comparison, the forms of domestic animals —cow, horse, dog, cat, goat, sheep, fowl, etc. The house—its furniture, its garden (the madrasah with its furniture, etc., may be taken in part illustration). Incidental lessons in colours and (correlated with arithmetic) in the numbers of limbs of the body, —fingers, etc., and in the numbers of doors windows, pillars, etc., of the house.
	Writing ..	A suitable copy-book (Nasta'liq), *e.g.*, copy-slips by M. Jalaluddin.	Copy and writing of letters, words and sentences from the copy-book and the prescribed books.
	Vernacular (Bengali or Urdu) Reading.	Students' Library Reading Sheets. Instruction for *Maktab* Teachers, by Tafazzul Husain or Urdu Primer, by Fazlul Kabir.	

Class.	Subject.	Books required.	Course of studies.
I—*contd.*	Arithmetic ..	A book from the general list for Class I.	The meaning of figures according to their position up to 100 taught by means of seeds and other objects. The writing of numbers up to 100 on slates. Addition, subtraction, multiplication and division involving numbers up to 100. Mental application of the first four simple rules. Memorizing of multiplication tables up to 10 × 5.
	Drill ..	The Departmental Drill Book.	
	Drawing ..	Teachers' manual of Drawing, Volume I, by Charu Chandra Guha (for teachers only).	
		Prathamic Chitra Shiksha, Part I, by J. C. Mahalanabis,—omitting human and animal figures.	Drawing of lines and geometrical figures and outlines of common objects.
II	The Qur'ân (recitation)—		
	Urdu (compulsory) —Reading.	Diniyât ka Pahla Resâlah (Anjuman-Himayat Islam series).	Spelling, reading accurately at sight, and explaining the meanings of words and sentences. Simple manuscripts, such as letters and petitions.
	Conversation Lessons	....	Our country: trees, plants, wild animals, buildings, furniture and common objects.
	Writing ..	A suitable copy-book (Nasta'liq *e.g.*, copy-slip II, by M. Jalaluddin.	Dictation on slates.
	Vernacular (Bengali or Urdu) Reading.	Maktab Primer b Tafazzul Husain. A suitable writing slip or Urdu ki Dusri Kitab (Anjuman-i-Himayat Islam series).	
	Arithmetic ..	A book from the general list for Class I.	The four simple rules, reduction, compound addition and subtraction. Memorizing of multiplication tables up to 20 × 10. Memorising of fractional table 10 × ¼, ½ and ¾ Indian tables of money (kara, ganda, pan and chauk) weights, content and area. Mental application of the above-mentioned rules, tables and formulæ.
	Geography ..	(No book) ..	The Madrasah plan, and furniture drawn to scale. Points of the compass. The District map. Stories of travel told by the teacher.
	Drill ..	The Departmental Drill Book.	
	Drawing ..	Teacher's Manual of Drawing, Volume I, by Charu Chandra Guha (for teachers only).	
		Prathamic Chitra Shiksha, Part II, by J. C. Mahalanabis,—omitting human and animal figures.	Drawing outlines of buildings, furniture, common objects and leaves.
III	Urdu (compulsory) —Reading.	Diniyât ka Dusra Resâlah (Anjuman-i-Himayat Islam series), Chapters I-IV.	Spelling of words reading at sight and explaining the meaning of words and sentences—manuscript.
	Conversation Lessons	....	Our world: mountains, rivers, seas, forests, roads, railroads, town, the sun, the moon and the stars, and correlation with geography.
	Writing ..	A suitable copy-book (Nast'liq) *e.g.*, copy-slips III and IV, by M. Jalaluddin.	

Class.	Subject.	Books required.	Course of studies.
III—*concld.*	Vernacular (Bengali or Urdu) Reading.	Maktab Reader I, by Tafazzul Hussain. A suitable copy-book or Urdu ki Tisri Kitab (Anjuman-i-Himayat Islam series).	First half.
	Arithmetic ..	A book from the general list for Class II.	Revision; the four compound rules, simple proportion, easy problems. Application of the Subhankari formulæ (Serkasa Mankasa, Kathakhali and Bighakalki). Mental application of the foregoing rules, tables and formulæ.
	Geography ..	Ditto	Main streets and buildings of the town or village with a rough map. Simple physical and political geography of the Province on a map. Parts of land and water. The solar system, night and day, the seasons. Stories of travel told by the teacher.
	Arabic—Reading ..	An Arabic Primer (Bakurâtul Adab, by A. N. Md. Waheed, revised edition).	
	Grammar ..	Mabadi-ul Arabiah (Urdu), Part I (As-Sanatul-Oola).	The parts of speech, the verb and its inflections simple sentences in connection with the Primer prescribed. To be taught inductively.
	English—Reading	A book from the general list for Class III.	The prescribed book.
	Writing and spelling	Golab Singh's Copy Book I.	Large and small hand on paper and slate. Transcription. Spelling and meaning of the words used in the class.
	Conversation ..		As under Urdu Conversation Lessons in Class I.
	Drill ..	The Departmental Drill Book.	
IV	Urdu (compulsory—Reading (including Grammar).	Muallimut Tahzib, Part III.	First half of the prescribed book. Fifty lines of poetry to be recited and understood.
	Writing ..	A suitable copy-book (Naskh and Nasta'liq).	
	Vernacular (Bengali or Urdu)—Reading.	Maktab Reader II, by Tafazzul Husain. A suitable copy-book or Urdu ki Tisri Kitab (Anjuman-i-Himayat series).	Second half.
	Arithmetic ..	A book from the general list for Class III.	Complete revision; multiplication of 16 by ½, ¼, ¾, 1¼, 1½, and 2½. Mental Arithmetic. English tables of money, time and length.
	History ..	Ditto ..	The History of Bengal.
	Geography ..	Ditto ..	Physical and political geography of the Province on a map. Physical and political geography of India. Stories of travel told by the teacher.
	Arabic—Reading ..	Arabic Reader (Mirkatul Adab I, by A. N. Md. Waheed).	
	Grammar ..	Mabadi-ul Arabiah, by Professor Rashid Shertoni (Beirut), Part II (As-Sanatul-Oola). Translated by A. N. Md. Wahed into Urdu (Mujtabayi Press, Delhi).	The prescribed book.
	English—Reading and Conversation.	A book from the general list for Class IV.	The prescribed book. Conversation on lessons in the Reader; common objects and pictures; spelling of words, reading at sight, and meaning of words and sentences.

Class.	Subject.	Books required.	Course of studies.
IV—*concld.*	Writing ..	Golab Singh's new series of Copy Books, No. II.	
	Grammar ..	(No book) ..	Parts of speech in connection with the Reader.
	Drill	The Departmental Drill Book.	
V	Urdu (compulsory)	Muallimut Tahzib, Part III.	Second half of the prescribed book.
	Vernacular (Bengali or Urdu)—Reading.	Mooktahar, by Afzalunnessa Khatoon. A suitable copy-book or Taubat-un-Nasooh ..	First half of the prescribed book.
	Arithmetic ..	A book from the general list for Class IV.	Revision; G. C. M., L. C. M., and vulgar fractions. Mental arithmetic.
	History ..	Ditto ..	History of India—Muhammadan period.
	Geography ..	Prathamshiksha Bhugoli, by Dwijapada Bandyopadhyaya and Ramesh Chandra Chakravarty.	Lessons on the map of the immediate neighbourhood, including the school. If possible, the class should be taken to a height (included in the map) from which the area depicted in the map can be seen. The map should be placed so that the directions on it agree with the compass, and the features represented on the map should be identified, and their directions from the point of observation noted. The pupils should make simple maps for themselves of the school locality, roughly to scale. The map of India should be occasionally drawn on the black-board by the teacher, and the pupils should copy it as it is being drawn. The least possible detail should be given; the Vindhya ranges, the Deccan plateau and the Western Ghats, the line of the Himalayas and the north-western highlands, the Brahmaputra, Ganges, Indus, Narbada, Mahanadi, Godavari, Kistna and the Kaveri, the situations of the larger political divisions and the sites of Calcutta, Bombay, Madras, Nagpur, Benares, Allahabad, Lucknow, Cawnpore, Delhi, Lahore and Karachi. Observations of the daily motion of the sun by means of a vertical stick fixed on a horizontal board. The position and length of the shadow cast at noon should be noted occasionally throughout the year. Observation of the position of the shadow of the school and of the length of the shadow at different times of day at different times of year. What becomes of the rain that falls on the land. Connection between flow of water and slope of the land. Water partings and river basins illustrated by models in clay or sand. The position of India on the globe and in relation to Eurasia should be carefully explained. The outstanding surface features of India, with special reference to the great river basins. The larger political divisions and principal towns. Occupations of the people. The parts of the country where population is most dense and least dense, and why. The principal food-crops, fruits and forest trees, and where they flourish best. Stories should be told and descriptive lessons given with the object (among others) of making the pupils interested in their work and of giving fuller illustration of the subject-matter taught. Such topics as the following are suggested: A journey from the place where the lesson is given to Calcutta, from Calcutta to Darjeeling, from Calcutta to Delhi, from Calcutta to Madras, etc. How silt is obtained from sea water on the coast; the falls of the Kaveri; the coal mines of Raniganj; description of Indian cities, such as Benares, Nagpur, Madras, Bombay, Lucknow, etc. A few lessons describing incidents of travel or adventure abroad, e.g., whale fishing, an American cotton plantation, the Pyramids of Egypt, the land of the midnight sun, an eruption of Vesuvius, an avalanche in the Alps, a prairie fire.

Class.	Subject.	Books required.	Course of studies.
V—*concld.*	Arabic—Reading ..	Madarijul Qara'ah, Part II (first half), by G. Hammam (Beirut), Mujtabáyi Press, Delhi. At Tahliah wat Targhib, by Syed Muhammad (Cairo), Mujtabáyi Press, Delhi.	
	Grammar ..	Mabadi-ul Arabiah (Beirut), Part III (As-Sanatus-Saniah). Translated into Urdu (Mujtabáyi Press, Delhi).	The prescribed book.
	English—Reading and Conversation.	A book from the general list for Class V.	Conservation as in Class IV, but a little more difficult. Spelling and meaning of words, reading at sight, explanation of sentences.
	Grammar ..	A suitable Anglo-Urdu Grammar; or S. M. Dutt's Elementary (Anglo-Bengali) Grammar.	Accidence and parsing in connection with the Reader.
	Dictation and translation.	....	Oral and written translations from the vernacular into English and *vice versa*.
	Writing ..	Golab Singh's new series of English Copy Books, Nos. 7 and 8.	
	Drill	The Departmental Drill Book.	
VI	Vernacular—		
	Bengali ..	Muktab Madrasah Sahitya, Part IV, by Md. Mobarak Ali, Makdumi Library, Calcutta.	Whole.
	Grammar ..	Sishutosh Bangala Vyakaran, by Syed Ehsanul Huq.	Whole.
	Urdu ..	Taubat-un-Nasooh ..	First half.
	Arithmetic ..	Anglo-Vernacular "Rational Arithmetic" (by Khan Sahib Abdur Rahman Khan), or A New Arithmetic for Middle Classes (fifth edition) by Khan Bahadur Kazi Imdadul Huq (Students' Library, Dacca).	Fractions, L. C. M., G. C. M., Decimals, Practice, Square Measure.
	History of India ..	Aitihashik Path, Part II (by Khan Bahadur Kazi Imdadul Huq) (omitting Hindu Period).	Trade between Europe and India, Struggle between the English and the French, Grant of Dewany, Condition of India during Muhammadan Period, India under the Viceroys.
	Geography ..	Adarsha Saral Bhugol, Part II (by Abdul Wahed) (omitting Chapter IX) or Saral Bhugol Shiksha (4th edition) by Abdul Majid, (Ripon Library, Dacca).	Latitude, Longitude, Climate, Divisions of the Earth, Physical maps and blank maps. Routes to Mecca, Medina, Bagdad, London, etc.
	Arabic—Reading (including Principles of Islam).	Madarijul Qara'ah—Pieces from "Azzebu Wal-Kharufu" to "Fawal-di-Fi-Asmaai-Aazáai Jismil Insani." Ad-Durratul Abbasiah (Cairo).	The course should include simple moral lessons from the Qur'án applicable to the formation character.

Class.	Subject.	Books required.	Course of studies.
VI—*concld.*	Grammar and Composition.	Mubadiul Arabiah, Part III (As-Sanatus Saniah).	Translated into Urdu.
	English ..	Standard English Readers (Third Reader), by A. Rub Chaudhury, and revised by Dr. H. Stephen, (Albert Library, Dacca).	Whole.
	Grammar ..	Children's Grammar (by G. M. Farrokh Ahmad).	Whole. (To be taught in connection with the text).
	Translation ..	No prescribed book ..	Easy passages from Simple Readers.
	Urdu—(Compulsory)	Intikhab-i-Habib (Moallimut Tahzib, Part III).	First 40 pages of prose. First 10 pages of poetry.
	Hygiene ..	Saral Shasthya Siksha, Part II, by Daud Ali.	First aid to the injured, insects and pests, plague and small-pox. Drugs and intoxicants.
	Drill ..	....	The departmental course. *N. B.*—The Junior Madrasah Examination will, as heretofore, be held in Arabic (including Principles of Islam), English, Vernacular (Bengali or Urdu), Arithmetic, History and Geography. No examination will be held in the subjects of Urdu, Hygiene or Drill. Provision, however, should be made for the teaching of these subjects as indicated in the syllabus.

101. **Junior Madrasah Examination.**—(G. O. No. 740Edn., dated 23rd March 1916.) The regulations for the examination for the Junior course of Bengal Madrasahs under the reformed scheme are as follows :—

(1) An examination will be held annually in Arabic, Principles of Islam, English, Vernacular (Bengali and Urdu), Arithmetic, History and Geography according to the curriculum prescribed for the Madrasah Junior course.

(2) The examination will be conducted by the Director.

(3) The examination will be held at centres fixed in consultation with local inspecting officers. District headquarters will generally be selected as centres.

(4) The heads of all recognized Junior Madrasahs or the heads of High Madrasahs with junior departments shall submit to the Inspector of Schools a list of candidates to be examined at least six weeks before the date announced for the examination.

(5) (*a*) No candidate will be eligible for the examination unless he has prosecuted his studies in any one Madrasah for a full session before the examination.

(*b*) Female candidates will be allowed to appear at the examination as private candidates.

(*c*) Only those male private candidates who have passed a test instituted by the Inspector of Schools will be allowed to appear at the examination. They will not be eligible for scholarships.

(6) Candidates for the examination shall be required to pay a fee of Rs. 3 each.

(7) The examination shall be conducted by means of written papers, the same question being set at every place where the examination is held.

(8) The examination shall be held for four days.

(9) Two papers of questions shall be set each day, except on the fourth day when only one paper will be set. Three hours' time shall be allowed for each paper.

(10) The examination shall be held in the following order :—

	Marks.
First day.	
Morning—Arabic, 1st paper (including Principles of Islam)	100
Afternoon—Arabic, 2nd paper	100
Second day.	
Morning—English, 1st paper	100
Afternoon—English, 2nd paper	100
Third day.	
Morning—Arithmetic	100
Afternoon—History and Geography	100
Fourth day.	
Morning—Vernacular (Urdu and Bengali)	100

(11) In order to pass the examination a candidate must obtain 30 per cent. of the marks allotted to each subject and must secure an aggregate of not less than 33 per cent. of the total number of marks. There will be no classification of candidates and lists will be published in alphabetical order.

(12) Certificates will be issued by the Director to successful candidates.

(*iii*) *High Madrasahs.*

102. **Syllabus and Examination, etc.**—The syllabus for High Madrasahs is prescribed by the Board of Intermediate and Secondary Education, Dacca, which also conducts the examination at the end of the senior course, known as the High Madrasah Examination. The Board has framed regulations to provide for these matters as also for (*i*) the inspection and recognition of High Madrasahs (*see* also rule 86), (*ii*) the conditions of teaching, study and residence in them, (*iii*) the admission of pupils and transfer of pupils on their rolls, and (*iv*) the physical training of their pupils.

103. **Fees.**—The fee rates sanctioned for the Hooghly and Rajshahi Madrasahs, are as follows :—

Class.	Hooghly.	Rajshahi.
	As.	Rs. a.
X ..	10	1 4
IX ..	10	1 4
VIII ..	10	1 4
VII ..	10	1 0
VI ..	5	0 5
V ..	5	0 5
IV ..	5	0 5
III ..	5	0 5
II ..	5	0 5
I ..	5	0 5

104. **Minimum requirements to be satisfied by non-Government High Madrasahs.**—(G. O. No. 4012-Edn., dated 3rd September 1927.) The minimum requirements to be satisfied by non-Government High Madrasahs seeking recognition for the first time or seeking continuance of recognition are as follows :—

(1) That the following scale of fees shall be charged unless the Board of Intermediate and Secondary Education, Dacca, is satisfied that all the other conditions herein laid down can be satisfied and the Madrasah can be maintained on an efficient footing though lower fees are charged :—

Class.	Rate. Rs. A.
X	3 0
IX	3 0
VIII	2 8
VII	2 8
VI	2 0
V	2 0
IV	1 8
III	1 8
II	1 0
I	0 8

(2) That the following minimum scale of monthly expenditure shall be maintained :—

A. Staff—	Rs.
1. Superintendent (B.A. with Honours in Islamic Studies, failing which B.A. with Honours in Arabic)	75
2. First English Teacher (B.A., B.T.)	60
3. Second English Teacher (B.Sc., or B.A. strong in Mathematics) ..	50
4. Third English Teacher (B.A.)	45
5. Fourth English Teacher (Experienced I.A.)	30
6. Fifth English Teacher and Clerk (High Madrasah or High School passed)	20
7. First Teacher of Arabic (Islamic B.A. or Madrasah Final and B.A., failing which Fakhrul Muhaddesin or Madrasah Final with up-country training)	50
8. Second Teacher of Arabic (Islamic I.A., failing which Madrasah Final with experience)	30
9. Third Teacher of Arabic (Islamic I.A., failing which Madrasah Final with experience)	25
10. Fourth Teacher of Arabic (Islamic I.A., failing which Madrasah Final with experience)	20
11. First Teacher of Bengali (Vernacular Mastership passed) ..	20
12. Second Teacher of Bengali (Vernacular Mastership passed) ..	15
B. Prize, Library, Contingencies and Servants	20

(3) That a monthly grant-in-aid of Rs. 200 shall be obtained from Government.

(4) That the house in which the Madrasah is located shall contain twelve rooms (ten for the classes, one for the Superintendent's office and library, and one for the staff) and that the floor space provided in class rooms should be at the rate of ten square feet per pupil.

(5) That there shall be a reserve fund of Rs. 1,000.

(6) That the same conditions that are applicable to non-Government Madrasahs seeking recognition shall also apply to non-Government High Madrasahs already temporarily recognised by the Board.

(iv) Calcutta Madrasah.

105. **Origin and development.**—The Calcutta Madrasah ranks as the first educational institution established in India by the British Government and was founded in 1780, at the request of serval Muhammadans of distinction, by Warren Hastings who purchased a piece of ground for the erection of a suitable building for it at his own expense amounting to Rs. 5,641. The monthly cost of the Madrasah was Rs. 625, which was also defrayed by the Governor General until 1782, when he was reimbursed and the institution taken over by Government. At the same time the Board ordered the appropriation of the rents of lands in certain mauzas in the 24-Parganas amounting to Rs. 1,200 per mensem for the future maintenance of the Madrasah. These mauzas subsequently became known as Madrasah-mahal and were placed under the direct management of Maulana Majduddin, who had been put in charge of the Madrasah by Warren Hastings. But this arrangement was found to be unsatisfactory and an "Ameen" was appointed to look after them. This also proved a failure, and, in 1790, the Board of Revenue recommended that it should be re-annexed to the Collectorship of the 24-Parganas and the amount of revenue assessed should be appropriated to the use of the Madrasah. The Madrasah-mahal seems to have been under direct management until 1795 when Raja Iswar Chandra Ray, Zamindar of Nadia, asserted his claim to the proprietary right of the madrasah lands; and, after a special enquiry, they were made over to him at an annual Government rental of Rs. 24,870. Since 1800 the Madrasah received an allowance from the treasury exclusively as "in money pension from the Government". Warren Hastings in a minute recommended "that a *sanad* or *touliyat* or guardianship to the establishment, with the lands annexed to it, be issued in the name of Maulana Majduddin", but there is nothing to show that the lands were formally endowed.

106. In consequence of the unhealthiness of the original site of the Madrasah building and other causes, Government constructed the present buildings of which the foundation stone was laid on the 15th July 1824; and the establishment moved into it in August 1827.

107. Principal Nassau Lees, in his report submitted in 1858, writes: "The original endowment of the Madrasah amounted to Rs. 32,000 per annum which in 1853 was raised to Rs. 33,000." This implies the existence of some endowment but nothing further can be ascertained on the point.

108. From time to time the Calcutta Madrasah has been the subject of enquiry by Committees appointed by Government, reforms and

changes being made on their recommendations until 1909, when a scheme of studies was adopted which remained in force till early in 1928. Under this scheme, English literature was made an alternative subject with Persian and the standard raised to that of the Matriculation Examination, and the present title classes in Hadis and Tafsir were established. Dissatisfaction, however, continued to be expressed by leading Moslems in the province against the inefficiency of the Madrasah and Government were compelled to appoint another Committee in 1915 to suggest necessary revisions in the courses of studies. Its recommendations were in such general terms that no definite action could be taken on them. The Principal was asked to draw up a revised curriculum. This was done, but the need for a more thorough enquiry into the general condition of the Madrasah with a view to effecting measures for its improvement led Government to constitute another Committee in February 1921. Its report was submitted in August 1922. The orders of Government on the report were issued, as regards the staff and additional scholarships in August 1927, and, as regards the syllabus and examination rules, etc., in January 1928.

(G. O. No. 232Edn., dated the 20th January 1928.)

109. The Calcutta Madrasah comprises (*i*) the Arabic Department, (*ii*) the Anglo-Persian Department, (*iii*) the Woodburn Middle English School, (*iv*) the Moslem Institute and (*v*) the Elliot hostel. This section deals with the Arabic Department, (*ii*) to (*v*) being governed by the rules of the Department contained in other appropriate chapters of this Code.

110. **Syllabus.**—The syllabus of studies in force in the Junior, Senior and Title sections of the Calcutta Madrasah is given below. The medium of instruction is Urdu in the six junior and in the 1st and 2nd year senior classes. Arabic literature in the 3rd and 4th year senior classes and in the Title classes is taught through the medium of Arabic.

Detailed course of studies for Calcutta Madrasah.

Class.	Subject.		Book.			Periods per week.	Remarks.
	No.	Name.	No.	Name.	Course of studies.		
Junior 1st year.	1	Sarf ..	1	Mizan-wa-Munshab (Urdu).	Whole	7	
	2	Persian ..	1	Farsi-ki-Pahli Kitab	Do.	3	
		Do. ..	2	Safwatul Masadir ..	First half	1	
		Do. ..	3	....	Dictation	2	
	3	Urdu ..	1	Urdu-ki-dusri Kitab	Whole	3	
			2	....	Urdu composition and handwriting.	3	
	4	Arithmetic ..	1	....	Addition, subtraction ..	6	
	5	Tajwid ..	1	....	....	3	
	6	English ..	1	King Primer ..	....	6	
	7	Bengali ..	1	Naba Sahitya Path	Whole	..	
						34	

Class.	Subject.		Book.			Periods per week.	Remarks.
	No.	Name.	No.	Name.	Course of studies.		
Junior 2nd year.	1	Arabic Literature and Grammar.	1	Bakuratul Adab Egyptian Reader I Salasilul-qira, Part I.	(New edition) ..	3	
.. "		Do. ..	2	Panjganj ..	To Khasiat-i-Abwab ..	3	
		Do. ..	3	Nahu Mir ..	Whole	2	
		Do. ..	4	Jumal ..	Batarkib	1	
		Do. ..	5	Nazmi-Miat Amil ..	Whole	1	
	2	Persian ..	1	Farsiki Dusri Kitab	Do.	2	
		Do. ..	2	Safwatul Masadir ..	Half (II)	1	
		Do. ..	3	....	Dictation	1	
	3	Urdu ..	1	Urdu Ki Tisri Kitab	Whole	3	
		Do. ..	2	....	Urdu handwriting ..	3	
	4	Arithmetic ..	1	....	Multiplication, division (simple), miscellaneous examples.	6	
	5	Tajwid ..	1	....	Practice of Qirat ..	2	
	6	English ..	1	Star of India Reader No. 1; First Step to English Grammar by S. H. Ali	....	6	Optional.
	7	Bengali ..	1	Sahitya Mukul ..	....	..	
						34	
Junior 3rd year.	1	Arabic Literature and Grammar.	1	Derayatul Adab ..	Part I	3	
			2	Sarf Mir ..	Whole	2	
			3	Zubda ..	Do.	1	
			4	Sharah-i-Miat Amil	Whole, one-third with Tarkib.	3	
			5	....	Arabic translation ..	2	
	2	Persian ..	1	Gulistan ..	Babi Haftum ..	3	
		Do. ..	2	Miftahul Qawayid	One-third, Part I ..	1	
			3	....	Persian translation ..	1	
	3	Urdu ..	1	Muallimut Tahzib	Third part (first half) ..	3	
			2	....	Urdu handwriting ..	3	
	4	Arithmetic ..	1	....	Addition, subtraction, multiplication and division (compound).	4	
	5	Tajwid ..	1	....	Practice of Qirat ..	2	
	6	English ..	..	Star of India Reader No. 2, Child Easy Grammar.	....	6	
	7	Bengali ..	..	Sahitya Mukul ..	....	..	
						34	

Class.	Subject.		Book.			Periods per week.	Remarks.
	No.	Name.	No.	Name.	Course of studies.		
Junior 4th Year.	1	Arabic Literature and Grammar.	1	Qalyubi ..	From beginning to Hukia Anna Rajolan Haseba Nafsehi.	2	
			2	Fusuli Akbari ..	To Makharije Huruf ..	3	
			3	Hidayatun Nahu ..	To Bahse Muzakkar-o-Moannas.	3	
			4	Do. ..	Arabic translation ..	1	
	2	Logic ..	1	Mizan Mantiq ..	Whole	3	
	3	Persian ..	1	Gulistan ..	Babi Awwal ..	3	
			2	Bustan ..	Babi Doam ..		
			3	Miftahul Qawayid	One-third, Part II ..	1	
			4	....	Translation Persian ..	1	
	4	Urdu ..	1	Muallimut Tahzib	Third part (second half)	2	
			2	Do. ..	Handwriting (Urdu) ..	1	
	5	Arithmetic	1	....	G. C. M. and L. C. M. ..	4	
	6	History ..	1	Tarikh-i-Hind ..	The Pathan period ..	3	
		Geography ..	..	....	The shape of the earth, motion of the earth, land and water (description). Geography of Asia— general account, boundaries, seas and gulfs, capes, straits, islands, peninsulas, mountains, rivers and lakes, countries with their capital cities, some details of India, Arabia, Turkey in Asia and Persia. Route from Bombay to Medina (maps should frequently be used).		
	7	English ..	1	Star of India Reader No. 2, Childs' Easy Grammar.	Whole ..	6	Optional.
	8	Bengali ..	1	Shahitya Shopan ..	Whole.		
						34	
Junior 5th year.	1	Arabic Literature.	1	(*a*) Ikhwanussafa	From beginning to the end of Khutba Sarsar.	3	
				(*b*) Diwan Ali ..	First half.		
			2	Fusul-i-Akbari ..	....	4	
			3	Kafiyah ..	whole	1	
			4	....	Arabic translation ..	2	
	2	Fiqh ..	1	Munyatul Musalli	First half for Sunnis ..	3	
		Do. ..	2	Bidayatul Hidaya	Do. for Shias ..		
	3	Logic ..	1	Mirqat ..	Whole ..	2.	

Class.	Subject.		Book.			Periods per week.	Remarks.
	No.	Name.	No.	Name.	Course of studies.		
Junior 5th year—*concld.*	4	Persian ..	1	Akhlaki Mohsinin ..	From the 1st to 16th and from the 23rd to 30th Chapters.	1	
			2	Miftahul Qawayid	One-third ..	1	
			3	....	Persian translation and composition.	1	
	5	Urdu ..	1	Muallimut Tahzib	Fourth part (first half) ..	1	
			2	....	Urdu composition	3	
	6	Arithmetic ..	..	....	Rule of Three ..	2	
	7	History ..	..	....	The Moghal period up to Aurangzeb.	2	
		Geography ..		....	Europe—Boundaries, famous seas, gulf, bays, capes, straits, islands, peninsulas, mountains, rivers, lakes, countries with capital cities, some details of the British Islands and Turkey in Europe. Routes from Bombay to London and from Aden to Constantinople (maps should be frequently used).	2	
	8	English ..	1	Star of India Reader No. 4, First step to English Grammar by S. H. Ali.	....	6	Optional.
	9	Bengali ..	1	Muktahar ..	Whole ..		
				Departmental Grammar.	First half ..		
						34	
Junior 6th year.	1	Arabic Literature.	1	Mustatrif ..	From Chpater I up to the end of Chapter V and Chapters X—XIII.	3	
			2	Sharh Jami ..	To mafulfih ..	5	
			3	....	Arabic translation ..	1	
	2	Fiqh ..	1	Munyatul Musalli ..	First half for Sunnis ..	2	
				Bidayatul N'haya	Second half for Shias ..		
	3	Logic ..	1	Sharhl Tahzib ..	....	5	
	4	Persian ..	1	Anwari Suhaili ..	From beginning to the story of the Monkey and mendicant.	3	
			2	....	Translation and composition (Persian).	1	
	5	Urdu ..	1	Muallimut-Tahzib	Part IV (second half) ..	1	
			2	....	Urdu composition ..	1	
	6	Arithmetic	1	....	Revision ..	3	

Class.	Subject.		Book.			Periods per week.	Remarks.
	No.	Name.	No.	Name.	Course of studies.		
Junior 6th year—*concld.*	7	History ..	1	History of India ..	Moghul period from Aurangzeb to the battle of Plassey.	2	
		Geography ..	..	....	Revision of the previous course, Asia and Europe, drawing of the outline maps of India, Arabia and Turkey in Asia, general account of Africa and America, highest mountains, largest rivers and lakes, famous towns, short description of the condition of Egypt, railway journey from Calcutta to Bombay, Calcutta to Simla and Darjeeling, cursory view over Railway time-table.	2	
	8	English ..	1	Star of India Reader No. V.	....	6	
				Child's Easy Grammar in Urdu (S. C. Auddy & Co.)			
				Junior Translation (by Rashid).			
	9	Bengali ..	1	Saral Sahitya Departmental Grammar.	....	..	
						34	
Senior 1st year.	1	Fiqh and Usul	1	Sharhi Wiqaya ..	First volume whole ..	4	For Sunnis.
			2	Nural Anwar ..	To bahsi-haruf-i-mani ..	3	
			3	Siraji ..	To bahsi-Zawil Arham ..	2	
				Mukhtasar Nafi ..	First half	..	
				Zubtadul Usul ..	Do.	..	For Shias.
	2	Adab and History.	1	Kalila wa Dimna ..	To Zekrima Sanauzzam an Inda halulihi bi-isbahan.	2	
			2	Diwan Ali ..	Second half ..	3	
			3	Mukhtasar Mani ..	From beginning to Ahwab musnad.	3	
			4	....	Arabic composition ..	2	
			5	Islamic History ..	From the birth of the Prophet to his death.	2	
	3	Mantiq and Munazira.	1	Qutbi ..	Tasa-wwarat ..	3	
			2	Rashidiyah ..	From beginning to the 5th bahs.	2	
			3	Euclid ..	Book I	2	
	4	English ..	1	Grimms' Popular Stories.	....	6	Optional.
				A. C. Banerjee's Popular Poems.	....		
				Elementary Grammar by Rowe & Webb.	....		
				Junior Translation (A. Rashid).			

Class.	Subject.		Book.			Periods per week.	Remarks.
	No.	Name.	No.	Name.	Course of studies.		
Senior 1st year—*contd.*	..	Persian ..	1	Sikandar Nama ..	To dastani Murajeati Iskandarez Jang-i-Zangi.	..	Optional.
			2	Ruqat-i-Alamgiri ..	....	..	
			3	....	Persian composition ..	..	
		Urdu ..	1	Darbar Akbari ..	Md. Hossain Azad ..	..	
			2	....	Urdu composition ..	..	
						34	
Senior 2nd year.	1	Hadis and Tafsir.	1	Miskhat Sharif ..	From Kitab us Said to Kitabul Filan.	4	
				Wasayil Shia ..	One-third for Shias ..		
			2	Jalalain ..	From beginning up to Sura Yunus.		
				Umdatyul Bayan ..	One-third for Shias ..		
	2	Fiqh and Usul	1	Sharhi Wiqaya ..	Second volume portion as prescribed before.	3	For Sunnis.
			2	Nurul Anwar to the end.	....	..	
				Mukhtasar-Nafi ..	Second volume ..	..	For Shias.
				Zubtadul-Usul ..	Do.	..	Do.
	3	Adab and History.	1	Makamati-Hamdani	Five makamas from the beginning.	1	
			2	Hamasah	Babul Abad Wal Azyaf	3	
			3	Makhtasar Mani ..	Babul Ahwali Masnad to Fanni-bayan.	3	
			4	....	Arabic composition ..	1	
			5	Islamic History ..	By brief lectures on companions of the Prophet and the twelve Imams.		
	4	Mantiq and Hikmat.	1	Qutbi	Tasqidat excluding Makhtalatat.	3	
			2	Hedayatul Hekmat	First half	2	
	1	English ..	..	Blackie & Son's History Reader No. I.	....	6	Optional.
				Rowe and Webb's English Grammar.			
				Nesfield's Oral Exercise.			
				Junior Translation (A. Rashid).			
				Children's Treasury.			
	2	Persian ..	1	Qasayd Urfi ..	To Madah Hakim Abul Fath.	..	Optional.
			2	Muntakhab Farsi ..	....	..	
			3	....	Persian composition ..	..	
			1	Urdu-i-Mualla, by Ghalib.	....	..	
			2	....	Urdu composition ..	..	
						34	

Class.	Subject.		Book.			Periods per week.	Remarks.
	No.	Name.	No.	Name.	Course of studies.		
Senior 3rd year.	1	Hadis and Tafsir.	1	Mishkat Sharif ..	From Kitab al-Janayiz to Kitab us Said.	4	
			2	Jalalain ..	From Sura-i-Yunus to Sura-Rum.	4	For Sunnis.
				Umdatul Bayan ..	One-third ..	..	For Shias.
	2	Fiqh, Usul and Kalam.	1	Hidaya ..	Third volume as previously prescribed.	3	For Sunnis.
				Towzih ..	From beginning to the 2nd Bal.	3	
			2	Sharh-i-Aqaid	First half ..	2	
			3	Sharayi Islam ..	Do.	..	For Shias.
			4	Maalimul Usul ..	....	..	Do.
			5	Sharhi Tajrid ..	Allama Hilli, first half	..	Do.
	3	Adab and History.	1	Maqamat Zamakhshari.	Five Mawamas from the beginnng.	1	
			2	Matanabhi ..	From beginning to Minnikunli Innal bayazakhezabo.	2	
			3	Mukhtasar Mani ..	From Fanni bayan to the end.	3	
			4	....	Arabic composition ..		
			5	Islamic History ..	By brief lectures from the Caliphate of Bani-Ummiah to the Caliphate of Motawakal Abbasi.	1	
	4	Mantiq and Hikmat.	1	Hidayatul Hikmat	Second half ..	2	
			2	Sullamul Ulum ..	Tasawwarat ..	2	
	1	English	..	(*a*) P. N. Ghosal's P. Reader IV. (*b*) Nesfield's Grammar. (*c*) Matriculation Translation (A Rashid).	....	6	Optional.
	2	Persian ..	1	Zahiri Faryabi ..	To Madah Abu Bakr (Shaha Asas Mulk Batuostawar bad).		Optional.
			2	Abul Fazl ..	To farman Hazrat Shahanshahi Azam Khan Kokaltash.		
			3	....	Persian composition ..		
	3	Urdu	1	Ab Hayat (Azad)	First half ..		
			2	....	Urdu composition ..		
						34	
Senior 4th year.	1	Hadis and Tafsir.	1	Mishkat Sharif ..	From Kitabut tibb to end.	4	For Sunnis.
			2	Jalalain ..	From Sura Rum to the end.	4	Do.
			2	Umdatul Bayan ..	One-third ..	..	For Shias.
	2	Fiqh, Usul, Kalam.	1	Hidaya ..	4th volume as previously prescribed.	3	For Sunnis.
			2	Musallamus Subut	Do. ..	3	Do.
			3	Sharh Aqaid ..	Second half ..	2	
			1	Sharay Islam ..	Second half ..	..	For Shias.
			2	Maalimul Usul	Do. ..	..	Do.
			3	Sharhibab-hadi Ashar	Whole ..	..	Do.

Class.	Subject. No.	Subject. Name.	Book. No.	Book. Name.	Book. Course of studies.	Periods per week.	Remarks.
Senior 4th year—*contd.*	3	Adab and History.	1	Maqamat Hariri ..	Five Maqamas from the beginning.	1	
			2	Sabai Muallaqa ..	Four Muallaqas from the beginning.	2	
			3	Mutawwal ..	To bahs ma ana qulto ..	3	
			4	..	Arabic composition ..	1	
				Islamic History ..	Brief lectures from the Caliphate of Motawakkil to the end of Abbaside Caliphate and khilafati Undalus khilafat Fatemids of Egypt.		
	4	Mantiq and Hikmat.	1	Maibuzi ..	Elahiyat .	2	
			2	Sullamul Ulum ..	Tasdiqat ..	2	
	1	English ..		University Prose Selections for 1932. Nesfield's Grammar IV.	....	6	Optional
				Matriculation Translation (A. Rashid).	....	..	
				Easy writing ..	....	..	
	2	Persian ..	1	Masnawi Sharif ..	From beginning to the end of Tafsir Mashalla Kana ya ma lam yasha lam yakun.	..	Optional
			2	Waqai Niyamat Khani Aly.	To Wakai tarikh Haft dalnum.	..	
			3	....	Persian composition ..	..	
	3	Urdu ..	1	Ab Hayat (Azad)	....	..	
			2	....	Urdu composition ..	..	
						34	
Title 8 course 1st year.	1	Hadis and Tafsir.	1	Tirmizi Sharif ..	Whole	11	
			2	Ibn Maja ..	Do.	6	
			3	Abu Daud ..	Do.	11	
			4	Sharh-i-Nukhbatul-Fikr.	Do	2	
			5	Tafsiri-Baizavi ..	First half surai-i-Bakr	4	
				Kashshaf ..	Do.	..	
			6	Islamic History .	Revision of the history for senior classes	..	For Sunnis.
			1	Man-la-yazhuruhul Faqih.	Whole	..	Do.
			2	Kulaini ..	Do.	..	Do.
			3	Tafsir Majmaal bayan.	First quarter ..	..	Do.
		Fiqh ..	4	Uyuni Akhbarur Riza.	Whole	..	Do.
	2	Usul and Kalam.	1	Durrul Mukhta. ..	First half ..	13	
			2	Al-ashbah Wanna-yazir.	Do.	7	
			3	Talwih ..	To Muqaddamat arba	7	For Sunnis.
			4	Sharh Maksid ..	Elahiyat ..	7	
			5	Termizi ..	Whole	7	

Class.	Subject.		Book.			Periods per week.	Remarks.
	No.	Name.	No.	Name.	Course of studies.		
Title course 1st year —*concld.*	2	Usul and Kalam.	1	Islamic History ..	Revision as before ..	..	For private study.
				Mafatih ..	First half	..	..
			2	Sharh Lumah ..	Do.	..	For Shias.
				Sharh-Tajrid, Hujja-tul-lah-ul-baligha.	First part	..	Private study for Shia (not included in the examination).
Title course 2nd year.	1	Hadis and Tafsir.	1	Bukhari ..	Whole (for Sunnis) ..	16	Two papers.
			2	Muslim ..	Do.	10	Do.
			3	Nasayi ..	Do.	4	For Sunnis.
			4	Tafsiri-Baizawi ..	Second half sural Baqar	4	Two papers.
				Tafsir-i-Kabir ..	Sura-i-Fatiha ..	4	Do.
			5	Islamic History ..	Revision of the history for senior classes.	..	Do.
			1	Usul-i-Kafi ..	....	..	For Shias.
			2	Karui Kafi ..	....	..	Do.
			3	Istibsar ..	....	..	Do.
			4	Tafsiri-Majma-ul-Bayan.	....	..	Do.
	2	Usul, Fiqh, Kalam.	1	Durrul Mukhtar ..	Second half ..	13	One paper.
			1	Al-ashbah-Wannazayir.	Do.	7	Two papers.
			2	Usul Bazdavi ..	Whole	7	Do.
			3	Sharhi Mawaqif ..	Samiyat	7	Do.
			4	Bukhari Shariff ..	Whole	..	Do.
			5	Islamic History ..	Revision of the history for senior classes.	..	For private study.
				Mafatih ..	Second half ..	..	For Shias.
				Sharh-Luma ..	Do.	..	Do.
				Qawanin ..	Do.	..	Do.
				Qabasat Sharhi Tajrid, second part.	Do.	..	Do.

111. **Fees.**—The fee rates sanctioned for the Calcutta Madrasah are as follows :—

Class.	Rate. Rs.	A.
Title—		
2nd year	1	4
1st ,, ...	1	4
Senior—		
4th year	0	10
3rd ,, ...	0	10
2nd ,, ...	0	10
1st ,, ...	0	10
Junior—		
6th year	0	10
5th ,, ...	0	10
4th ,, ...	0	5
3rd ,, ...	0	5
2nd ,, ...	0	5
1st ,, ...	0	5

112. **Scholarships.**—The scholarships awarded in the Calcutta Madrasah are as follows :—

A. By Government—

(*i*) Four of Rs. 15 a month each tenable for two years in Hadis and Tafsir Title classes.

(*ii*) Two of Rs. 10 a month each tenable for two years in Fiqh and Usul Title classes.

(*iii*) Two of Rs. 25 a month each tenable for one year for Research Work either at the Madrasah or the Islamia College or any of the Indian Universities.

(*iv*) Two Research Scholarships of Rs. 50 a month tenable for one year for prosecution of studies in other centres of learning on the completion of the senior course.

(*v*) Fourteen of Rs. 5 a month each tenable for one year for the encouragement of the study of English in the Madrasah.

(*vi*) Four of Rs. 10 a month each tenable for one year in the senior classes.

(*vii*) Two scholarships of Rs. 5 a month tenable for two years to students, who after passing the Higher Standard Madrasah Examination join the Anglo-Persian Department and go up for the Matriculation Examination.

B. From the Mohsin Fund—

Eighteen scholarships, four each of Rs. 8, Rs. 6, Rs. 5 and Rs. 4 per mensem, respectively, and two of Rs. 3. They are tenable for one year in each case and are awarded by the Director in the Junior and Senior sections for general proficiency.

RULES FOR THE CONDUCT OF THE CENTRAL EXAMINATION OF BENGAL MADRASAHS FOLLOWING THE OLD (ORTHODOX) COURSE OF STUDIES.

113. The examinations shall be under the control of a Committee called the Board of Central Madrasah Examinations, Bengal.

Constitution of the Board.

114. The Board shall be constituted as follows:—

(*a*) The Assistant Director of Public Instruction for Muhammadan Education, Bengal, President (*ex-officio*).

(*b*) The Principal, Calcutta Madrasah, Registrar and Vice-President (*ex-officio*).

(*c*) One senior member of the teaching staff of the Arabic Department of the Calcutta Madrasah who shall be the Assistant Registrar.

(*d*) One Muhammadan Professor of a College.

(*e*) One Muhammadan Inspecting Officer.

(*f*) Two representatives of affiliated madrasahs.

(*g*) One representative of the Shia community.

(*h*) Two non-official Moslems.

115. The members, other than the *ex-officio* members, shall ordinarily hold office for a term of three years. They shall be appointed by Government on the recommendation of the Director of Public Instruction, Bengal.

116. The functions of the Board will be :—

(*a*) To conduct the Central Examinations of Bengal Madrasahs and the Title Examinations of the Calcutta Madrasah.

(*b*) To fix examination centres and the dates of the examinations.

(*c*) To appoint examiners and tabulators.

(*d*) To appoint a Board of Moderators consisting of not more than six members including the Registrar and the Assistant Registrar to modrate the question papers set by the examiners and to fix the dates of its meetings. The Registrar shall be the *ex-officio* President of the Board of Moderators.

(*e*) To scrutinise the examination results submitted by the tabulators and to authorise the Registrar to publish them in the "Calcutta Gazette" over his signature.

(*f*) To advise Government with regard to the course of studies to be followed in the Calcutta Madrasah and in the Madrasahs affiliated to it.

(*g*) To select text-books for the Calcutta Madrasah and Madrasahs affiliated to it, in consultation with specialists when necessary, and to publish a list of the same over the signature of the Registrar, with the approval of the Director of Public Instruction.

(*h*) To advise the Director of Public Instruction and Government on any matter which may be referred to it regarding any change of policy in respect of the traditional system of Madrasah education.

117. The Board shall meet ordinarily thrice a year, namely:—

(*a*) Not later than November—

(*i*) to suggest modification of the courses of studies and to select text-books for the next session;

(*ii*) to advise the Director of Public Instruction regarding the conditions of recognition of Madrasahs, of teaching, study and discipline in them and of admission and transfer of students.

(*b*) In the month of January—

(*i*) to fix dates of examinations;

(*ii*) to appoint examiners and tabulators;

(*iii*) to appoint a Board of Moderators;

(*iv*) to decide any other question arising out of the above.

(*c*) Within fifty days from the last day of the examinations to scrutinise the examination results prepared by the tabulators and checked by the Registrar and to authorise the Registrar to publish the lists of successful candidates in the "Calcutta Gazette" over his signature.

(*d*) Additional meetings of the Board may be summoned by the Registrar with the consent of the President at any time to decide matters of urgency which may arise from time to time.

118. Two weeks' notice shall be given of an ordinary meeting. With the notice, the Registrar shall despatch an agenda paper showing the business to be brought before the meeting. A supplementary agenda paper shall be issued, if necessary, three clear days before the meeting.

(*a*) No meeting of the Board shall be held when both the Registrar and the Assistant Registrar are absent.

(*b*) Four members shall form a quorum.

119. The business of the meetings of the Board shall be conducted according to the rules which may be framed from time to time by the Board for the purpose.

120. The Assistant Director of Public Instruction for Muhammadan Education, who is *ex-officio* President of the Board, shall sanction payment of remuneration to the Examiners, tabulators, invigilators, clerks and menials in accordance with the prescribed rates.

121. The Registrar shall be in executive charge of the office of the Board.

122. The Registrar is authorised—

(*i*) to issue pass certificates and sanads signed by both the Registrar and the Director of Public Instruction, Bengal,

(*ii*) to decide any urgent matter after circulation of the papers among the members: Such matters shall be placed before the Board at their next meeting for their information;

(*iii*) to make all arrangements in consultation with the local educational officers concerned for the conduct of the examinations at the different examination centres.

123. The Registrar may, if authorised by the Director of Public Instruction, inspect affiliated Madrasahs with a view to examine the conditions of work in these Madrasahs.

124. The Registrar shall prepare a list of possible Examiners for each year's examinations and place it before the Board for consideration.

125. (*a*) The Principal, Calcutta Madrasah, who is *ex-officio* Registrar of the Board, shall make payment to the examiners, tabulators and others, and shall sanction and pay contingent charges, in accordance with the prescribed rates.

(*b*) The Principal, Calcutta Madrasah, who is *ex-officio* Registrar of the Board, shall sanction and pay all the incidental charges in connection with the examinations.

126. The Registrar shall issue cross-lists (in groups of subjects) of unsuccessful candidates and shall forward them to the respective Madrasahs.

127. The Assistant Registrar shall manage the general routine work of the Board under the supervision of the Registrar.

Examinations.

128. There shall be three public examinations—

(1) At the end of the Senior Second Year Class, which shall be called the Alim (Lower Standard) Examination. (The examination shall include subjects taught in the Second Year Class.)

(2) At the end of the Senior Fourth Class, which shall be called the Fazil (Higher Standard) Examination. (The examination shall include subjects taught in the Fourth Year Class.)

(3) At the end of the Title Second Year Class, which shall be called the Mumtazul Muhaddisin or Mumtazul Fuqaha Examination. (The shall include subjects taught in the First and Second Year Title Classes.)

129. The grouping of the subjects for the examinations and the allotment of the marks shall be as shown below:—

(*Three hours' time shall be allowed for each paper.*)

Alim Examination.

	Compulsory subjects.	Number of papers.	Marks.
Group I	Hadis	One paper	100
	Tafsir	Ditto	100
Group II	Arabic Prose	Ditto	50
	Arabic Poetry	Ditto	50
	Rhetoric and Prosody	Ditto	50
	Translation and Essay	Ditto	50
	Islamic History	Ditto	50
Group III	Fiqh (Muhammadan Law)	Ditto	75
	Usul (Principles of Muhammadan Law.)	Ditto	75
Group IV	Muntiq (Logic)	Ditto	50
	Hekmat (Philosophy)	Ditto	50
		Total	700
	Optional subjects.		
Group V English.	English Text and Grammar	Ditto	60
	Translation and Essay	Ditto	40
		Total.	100
Group VI Persian.	Persian Text and Grammar	Ditto	60
	Translation and Essay	Ditto	40
		Total	100
	Additional optional subject.		
Group VII Urdu.	Urdu Text and Grammar, and Translation and Essay.	Ditto	100

Fazil Examination.

	Compulsory subjects.	Number of papers.	Marks.
Group I	Hadis	One paper	100
	Tafsir	Ditto	100
Group II	Arabic Prose	Ditto	50
	Arabic Poetry	Ditto	50
	Rhetoric and Prosody	Ditto	50
	Translation and Essay	Ditto	50
	Islamic History	Ditto	50
Group III	Fiqh (Muhammadan Law)	Ditto	75
	Usul (Principles of Muhammadan Law).	Ditto	75
Group IV	Muntiq (Logic)	Ditto	75
	Hekmat (Philosophy)	Ditto	75
	Kalam (Theology)	Ditto	50
		Total	800

	Optional subjects.	Number of papers.	Marks.
Group V English.	English Text and Grammar	One paper	60
	Translation and Essay	Ditto	40
		Total	100
Group VI Persian.	Persian Text and Grammar	Ditto	60
	Translation and Essay	Ditto	40
		Total	100

Additional optional subjects.

Group VII Urdu.	Urdu Text and Grammar and Translation and Essay.	Ditto	100

Muntazul Muhaddisin Examination.

Subjects.	Number of papers.	Marks.
Bukhari	Two papers	100 each.
Muslim	Ditto	100 ,,
Nasai	Ditto	100 ,,
Tafsir-i-Baizawi	One paper	100
Tafsir-i-Kabir	Ditto	100
Islamic History	Two papers	100 each.
	Total	1,000

Muntazul Fuqaha Examination.

Fiqh	Wahavi	Two papers	100 each.
	Ashbah	Ditto	100 ,,
Usul	Bazdavi	One paper	100
	Talvih	Ditto	100
Hadis	Bukhari	Ditto	100
	Tirmizi	Ditto	100
Islamic History		Two papers	100 each.
		Total	1,000

130. The Alim and Fazil Examinations shall be held in Calcutta, Dacca, Chittagong, Noakhali, Barisal and also at such other centres as may be fixed by the Board from time to time. The Title Examinations shall be held in Calcutta only, shall be confined to Calcutta Madrasah. The date of the examinations as fixed annually by the Board shall be notified in the "Calcutta Gazette" over the signature of the Registrar.

131. The following fees shall be levied:—

(*i*) Rs. 7 for admission to the Alim Examination.

(*ii*) Rs. 10 for admission to the Fazil Examination.

(*iii*) Rs. 20 for admission to the Mumtazul Muhaddisin or Mumtazul Fuqaha Examination.

132. A candidate who fails to pass or present himself for examination shall not be entitled to claim a refund of his fees. But he may be admitted to any subsequent examination on the payment of full fees.

133. (*a*) In order to be eligible to appear at any of the examinations, candidates must have attended at least 70 per cent. of the total number of lectures during the session.

(*b*) Students absenting themselves without permission from one of the lecturers during the day shall be regarded as absent for the whole day.

(*c*) A student who has failed to secure the required percentage of attendance may, in special circumstances, be permitted by the Registrar to appear as a private candidate on payment of fee of Rs. 2, Rs. 3 and Rs. 5, respectively, for the three examinations, in addition to the prescribed examination fees. A list of such candidates shall be placed before the Board at the next meeting.

134. Students who have studied privately may be permitted by the Board to appear at the Alim and Fazil Examinations as private candidates subject to the following conditions :—

(*a*) That they have prosecuted their studies regularly for a period of two years under competent teachers (to be certified by the head of a Senior Madrasah).

(*b*) That they bear good moral character (to be certified by the head of a Senior Madrasah, or a Gazetted Government Officer.

(*c*) That they submit themselves to a test examination at a recognised Senior Madrasah to be determined by the Registrar and pass the same.

(*d*) Students of non-affiliated Madrasahs may be permitted by the Board to appear at the examinations as private candidates, subject to their passing a test examination conducted by a recognised Senior Madrasah determined by the Registrar.

(*e*) The Registrar is authorised to act on behalf of the Board in accordance with rule 23(*d*), and a list of the candidates permitted by him to appear at the examination shall be placed before the Board at the next meeting for their information.

(*f*) In order to meet the cost of the test examination of private candidates, the authorities of a recognised Madrasah where the examination is held may, with the permission of the Registrar, levy such fees as may be necessary to meet the cost of the examination.

135. No private candidates shall be eligible for any scholarship or stipend to be warded on the results of the examinations.

136. (*a*) A candidate shall not be permitted to appear at the Alim or Fazil Examination as the student of a Madrasah unless he had studied in the institution for at least one session prior to the date of the examination.

(*b*) A student of a Madrasah who has not been sent up by an institution for the Alim or Fazil Examination shall not be permitted to appear as the student of any other Madrasah, nor shall he be permitted to appear at the examination as a private candidate.

137. No candidate shall be allowed to sit for the Fazil or Mumtazul Muhaddisin or Mumtazul Fuqaha Examination unless he has already passed the previous lower examination.

138. A candidate who has passed the Alim Examination shall not be permitted to appear at the Fazil Examination before the expiry of two years from the date of his passing the Alim Examination.

139. Candidates for the Mumtazul Muhaddisin or Mumtazul Fuqaha Examination must have completed a course of study for two years in the Title Classes of the Arabic Department of the Calcutta Madrasah. But those passing the examination in one group may be allowed to appear at the examination in the other group after one year's further study in that group in the Calcutta Madrasah.

140. (*a*) Heads of Madrasahs shall submit to the Registrar lists accompanied by the proper fees of candidates for the Alim and Fazil Examinations to be examined from their respective Madrasahs and of those candidates who have been admitted to the test examination as private candidates in their respective Madrasahs, together with the results of the examination of private candidates, at least forty-eight days before the commencement of the examination, in the following forms:—

(*i*) *Alim Examination.*

(1) Name of the candidate (to be written in Persian character).

(2) Father's name.

(3) Residence, stating village, thana, post office and district.

(4) Age on 1st March of the year in which the candidate appears.

(5) The date of admission to the Madrasah.

(6) Whether the candidate has attended the required number of lectures.

(7) Whether the candidate takes Persian or English or both.

(8) Whether the candidate takes Urdu as an additional subject for the examination.

(9) Centre at which the candidate wishes to appear.

(*ii*) *Fazil Examination.*

(1) Name of the candidate (to be written in Persian character).

(2) Father's name.

(3) Residence, stating village, thana, post office and district.

(4) The year in and the Madrasah from which the candidate passed the Alim Examination (in the case of private candidates the year and the centre should be mentioned).

(5) Date of admission to the Madrasah.

(6) Whether the candidate has attended the required number of lectures.

(7) Whether the candidate takes Persian or English or both.

(8) Whether the candidate takes Urdu as an additional subject for the examination.

(9) Centre at which the candidates wishes to appear.

(*b*) Applications from candidates for the *Mumtazul Muhaddisin or Mumtazul Fuqaha Examination* shall be submitted by the Head Maulvi of the Calcutta Madrasah with the following particulars:—

(1) Name of the candidate (to be written in Persian character).

(2) Father's name.

(3) Residence, stating village, thana, post office and district.

(4) The year in and the Madrasah from which the candidate has passed the Fazil Examination (in the case of private candidates the year and the centre should be mentioned).

(5) Whether the candidate has attended the required number of lectures.

(6) The group of subjects in which the candidate wishes to appear.

141. (*a*) In the case of a student who takes either English or Persian only, the subject taken by him will be regarded as a compulsory subject.

(*b*) In the case of a student who takes both English and Persian, English will be regarded as a compulsory subject, and the marks secured by him in Persian, if he passes in it, will be added to the aggregate.

(*c*) In the case of a student who takes both English and Urdu, English will be regarded as a compulsory subject, and the marks secured by him in Urdu, if he passes in it, will be added to the aggregate.

(*d*) In the case of a student who takes both Persian and Urdu, Persian will be regarded as a compulsory subject, and the marks secured by him in Urdu, if he passes in it, will be added to the aggregate.

(*e*) In the case of a student who takes English, Persian and Urdu, English will be regarded as a compulsory subject, and the marks secured by him in the other subject or subjects in which he passes will be added to the aggregate.

(*f*) The optional subject or subjects in which a candidate has passed, but not the subject or subjects which he has taken at the examination, will be mentioned in his certificate.

142. In order to pass the Alim or Fazil Examination, a candidate must obtain 25 per cent. of the marks in each group and 36 per cent. of the marks in the aggregate. Those obtaining 60, 45 and 36 per cent. of the total number of marks in the aggregate shall be placed in the First, Second and Third Division, respectively.

143. A candidate shall not be deemed to have failed at the examination merely he fails to pass in an optional subject taken by him, provided that he obtains the prescribed percentage of marks both in each group and in the aggregate, inclusive of such subjects. A student may pass the Alim or Fazil Examination by taking the compulsory subjects only.

144. In order to pass the examination for the Title of Mumtazul Muhaddisin or Mumtazul Fuqaha, a candidate must obtain 40 per cent. of the marks in each subject and 50 per cent. of the marks in the aggregate. Those obaining 66 per cent. of the total number of marks in the aggregate shall be placed in the First Division and the rest in the Second Division.

145. Successful candidates at the examinations held at the end of the two Title courses will be entitled to use the words "Mumtaz-ul-Muhaddis" or "Mumtaz-ul-Fuqaha," as the case may be, after their names.

Duplicate Certificates.

146. Duplicate certificates may be issued on payment of a fee of Rs. 2 per certificate.

Applications for duplicate certificates should be submitted to the Registrar with full particulars through the Superintendent of the Madrasah from which the candidate was sent up.

147. The following fees in respect of each candidate shall be levied for—

	Rs.	as.
Cross-list	.. 0	2
Group marks	.. 0	8
Details of marks	.. 1	0

148. No re-examination of answer papers shall be allowed after the publication of the results. A scrutiny of the marks secured by candidates may be made on the recommendation of the head of the Madrasah concerned, within one month of the publication of the results on payment of a fee of Rs. 2 only per group of subjects.

(G. O. No. 325T. – Edn., dated the 14th May 1936.)

149. The questions in Arabic in the Title and *Fāzil* examinations shall be set in Arabic and the answers shall be written in Arabic. The questions in other subjects shall be set in Urdu and the answers shall be written in either Persian or Urdu.

150. **Trust Funds.**—The following Trust Funds are administered by the Principal of the Calcutta Madrasah :—

(1) Maulvi Syed Ahmed's Ripon Prize Fund: One prize of Rs. 20 annually.

(2) Prince Jehan Kader Mirza Bahadur's Ripon Prize Fund: One prize of Rs. 20 annually.

(3) Muhammadan Literary Society's Ripon Prize Fund: Two prizes of Rs. 20 each annually.

(4) Sahebzada Muhammad Nasiruddin Hyder's Ripon Prize Fund: One prize of Rs. 12 annually.

(5) Nawab Zainul Abedin Khan Bahadur's Ripon Prize Fund: One prize of Rs. 20 annually.

(6) Sahebzada Muhammad Rahimuddin's Ripon Prize Fund: Two prizes of Rs. 20 annually.

(7) Kasim Ariff's Ripon Fund: One prize of Rs. 20 annually.

(8) Mirza Abdul Karim Shirazee's Ripon Prize Fund: One prize of Rs. 12 annually.

(9) Norman Memorial Fund: Two prizes of Rs. 20 and Rs. 40 annually.

(10) Nawab Bahadur Abdul Latiff Ripon Prize Fund: One prize of Rs. 10 annually.

(11) Scindia and Bhopal Donation Fund: One scholarship of Rs. 2-8 per month tenable for one year.

(12) Maharaja of Durbhanga's scholarships: Two scholarships of Rs. 10 each per mensem awarded annually.

(13) Maharaja Gwalior Prize Fund: A prize of Rs. 14 annually.

(14) Sir Charles Elliot Purse Prize Fund: A prize of Rs. 7 annually.

151. **Affiliated institutions.**—The names of the institutions affiliated to the Calcutta Madrasah may be obtained from the Principal, Calcutta Madrasah, who is the Registrar of the Board of Central Madrasah Examinations.

152. **General.**—*Maktabs* are primary schools for Moslems in which religious instruction, in addition to secular instruction, is given.

153. **Curriculum.**—The revised curriculum for Moslem primary schools or *maktabs* was published under Government notification No. 3730-Edn. of the 8th December 1924, and, was amended by Government notification No. 1932-Edn. of the 18th June 1926. It may also be adopted for the instruction of Moslem boys in schools in which the number of such boys is more than 50 per cent. of the roll number. *Maktabs* which have not adopted the prescribed curriculum should be encouraged to do so.

154. **Grants-in-aid.**—Grants to *maktabs* are payable by District Boards out of their own funds. *Maktabs* which teach part or whole of the primary course receive grants on a more liberal scale than the ordinary primary school, *e.g.*, a *maktab* teaching the whole primary course was entitled to a grant which was 50 per cent. in excess of that granted to any ordinary primary school. This system, by its extension to East Bengal under G. O. No. 850 of the 29th June 1918, is now in force throughout the province. In 1918 Government provisionally earmarked an annual grant of Rs. 80,000 out of the Imperial assignment of Rs. 5½ lakhs for distribution among secularized boys' *maktabs* in District Board areas so as to allow 50 per cent. higher grant to them. The grant periodically renewed and eventually sanctioned permanently in G. O. No. 2296-Edn. of the 8th August 1923, on the conditions that Government reserved the right to modify the distribution of the amount among District Boards at any time and that the grant in question was voted by the Bengal Legislative Council.

155. **Muallim Training Schools.**—There are special training schools, known as *Muallim*-training schools for the training of *maktab* teachers. These schools are similar to *Guru*-training schools.

E.—Jack Muhammadan Settlement Scholarships.

156. A society was formed in 1906 among the superior Muhammadan servants of Government in the Settlement Department at Faridpur to collect by monthly subscription a capital fund in the interests of Muhammadan education. Towards the end of 1912 the accumulated subscriptions had attained a sum sufficient to found scholarships. A Trust fund was thereupon created from the income of which four scholarships of Rs. 90 each a year were established for award to poor meritorious Moslem students in the districts

comprised within the defunct province of Eastern Bengal and Assam. The income of the fund continued to increase and in January 1915 the Committee of Management was able to create two additional scholarships, also of Rs. 90 each a year, for award to similar students throughout the Presidency of Bengal and the Province of Assam.

(G. O. No. 960 T. Edn., dated 17th September 1927.)

157. Changes had since taken place which made it necessary that the rules governing the award and tenure of these scholarships should be revised. In the first place, the Dacca College, at which the scholarships created in 1912 were made tenable, has been displaced by the Dacca Intermediate and Dacca Islamic Intermediate Colleges and the graduate classes in the University of Dacca, while the Board of Intermediate and Secondary Education which functions within the area of the University of Dacca, has become an awarding authority for scholarships in that area. Secondly, the scholarships created in 1915 were made tenable at the Presidency College, but, with the establishment within recent times of the Islamia College in Calcutta, it appeared desirable that the scholarships should also be tenable in that institution. It has therefore, in consultation with the Committee of Management, been decided that the rules should be revised as follows :—

(*i*) The number of scholarships will depend on the amount allocated by the Committee of Management of the Fund, but, ordinarily, six scholarships shall be awarded each year and they shall be distributed as follows :—

(*a*) Two junior scholarships of Rs. 90 each a year shall be awarded by the Board of Intermediate and Secondary Education, Dacca, on the results of the High School and High Madrasah Examinations conducted by the Board.

(*b*) Two senior scholarships of Rs. 90 each a year shall be awarded by the Board of Intermediate and Secondary Education, Dacca, on the results of the Intermediate Examination conducted by the Board.

(*c*) Two senior scholarships of Rs. 90 each a year shall be awarded by the Director on the results of the Intermediate Examination of University of Calcutta.

(*ii*) The scholarships shall be tenable for two years in each case except that, if funds permit, the senior scholarships awarded by the Board of Intermediate and Secondary Education, Dacca, shall be tenable for a further period of one year in the case of Honours students of the University of Dacca.

(*iii*) The scholars shall be required to reside in an approved hostel or mess and shall hold their scholarships in the following institutions :—

(*a*) The Dacca Intermediate College and the Dacca Islamic Intermediate College, respectively, in the case of the two junior scholarships awarded by the Board of Intermediate and Secondary Education, Dacca.

(*b*) The University of Dacca, in the case of the two senior scholarships awarded by the Board of Intermediate and Secondary Education, Dacca.

(*c*) The Presidency College and the Islamia College, respectively, in the case of the two senior scholarships awarded by the Director.

(*iv*) Candidates for these scholarships must be adherents of the Moslem religion and must further be natives of, or domiciled in, the Presidency of Bengal or the Province of Assam.

NOTE.—A candidate shall be deemed to have his domicile in Bengal or Assam if his father or natural guardian has resided therein for not less than one year previous to the date from which it is proposed to award a scholarhip to him.

(*v*) When a scholarship which has been awarded has not been taken up, or has been vacated owing to the death of the scholar, or for any other reason, a re-award shall be made under the same conditions as related to an original award.

(*vi*) Candidates for these scholarships shall be required to have secured admission to the institutions in which the scholarships are tenable on or before the 1st August of each year. Failure to comply with this rule will make them ineligible to these scholarships, unless satisfactory reasons for the delay are given to the authority by whom the scholarship is awarded.

(*vii*) Heads of institutions concerned shall, on or before the 15th August of each year, submit a list of candidates eligible for these scholarships to the awarding authority concerned. Such lists shall give full particulars as to the eligibility of each candidate.

(*viii*) The names of candidates selected shall be notified in the *Calcutta Gazette*.

(*ix*) Any of these scholarships may be withdrawn at any time by the awarding authority if the progress or conduct of the scholar is unsatisfactory.

(*x*) These scholarships may be held concurrently with free-studentships but not with any other scholarships or stipends.

(*xi*) The scholarships shall be paid in two half-yearly instalments. The Committee of Management shall send each instalment to the heads of institutions concerned.

(*xii*) The Committee of Management reserve to itself the right at any time to alter or vary the conditions of award of these scholarships.

F.—MOHSIN SCHOLARSHIPS AND STIPENDS.

158. **General.**—The Mohsin Endowment at Hooghly was founded in 1806 by Haji Muhammad Mohsin. In the deed by which the Trust was created (of which a translation is given in the appendix), it is recited that in the testator's family, from generations, certain charges had been incurred and usages observed in connection with the celebration of religious rites and festivals, and that, as he had no children by whom the performance of these pious duties could be perpetuated, he desired to make provision for their continued discharge; he therefore made over specified property to two managers, with the instruction, that they should divide the net income into nine equal shares, two of which they should keep for their own use, three they should devote to the expenses of celebrating festivals and executing repairs in the Imambarah and burial ground, while the remaining four shares should be spent in paying salaries and pensions, according to a list attached. It appears from the proceedings of the Vice-President in Council, Persian Department, dated the 8th December 1826, and from the correspondence generally, that these salaries and pensions were payable to the officers and servants of the Imambarah, to that the whole endowment, so far as its purpose was

specified, was for the support of that religious institution, with the ceremonies celebrated in it and the persons employed in it. The founder added the provision that "the managers after me will exercise their discretion and authority either to continue or discontinue them (the allowances and pensions) as they may think proper, and I have made over the management generally to them". It is to be observed that in the deed no direction is given as to what use should be made of any savings which might accrue from the discontinuance of salaries or pensions under the power given by this last clause, the matter being thus left to the discretoin of the managers.

159. A year before the execution of this deed a suit had been instituted against Haji Muhammad Mohsin by Mirza Bundah Ulla claiming the lands, of which the former subsequently purported to constitute an endowment. The property had belonged to Munnee Jan Begum, who died in 1803, and while the Haji succeeded as her brother and sole heir, Mirza Bundah Ulla claimed under a pretended will. This suit was prosecuted from court to court up to the Privy Council, and lasted some 30 years, during the whole of which period it continued to be uncertain whether the endowment was valid or not.

160. Haji Muhammad Mohsin died in 1813, and the managers whom he had appointed seem immediately to have entered upon a course of mismanagement and embezzlement. According to the findings the Court of Sudder Dewany Adawlut (No. 45 of 1832) the proper objects of the endowment were neglected, the Government revenue fell into arrears, while the income was spent on quarrels between the managers, bribes to the police and amins, and gifts to the managers' relatives. They, moreover, in order to increase their own profits at the expense of the Trust, forged a perpetual lease on their own favour and that of their relatives, purporting to have been executed by Haji Muhammad Mohsin before the deed of foundation. The Board of Revenue interfered for the better government of the endowment under Regulation XIX of 1810, at first associating a Superintendent with the managers, then laying down rules for their control, and finally in 1817, as these milder measures had only made matters worse, dismissing the managers altogether. As their relatives were implicated with them in the frauds committed, a Government servant was appointed to administer the endowment under the orders of the Board and Local Agents. From this date the institution has been practically controlled by Government. The son of one of the managers disputed the validity of the orders of dismissal in the civil courts, mainly on the ground that he, and not his father, was at the time manager, and that no fault had been proved against him; but his suit, after experiencing same vicissitudes of fortune and eliciting many conflicting opinions, was ultimately unsuccessful.

161. The Board of Revenue in 1817 founded a Madrasah at an annual cost of Rs. 6,060 payable out of the funds of the endowment. But the leading feature in the first 20 years of Government management was the growth of a considerable fund vested in Government securities. In 1821 the property was sold in *putni* tenures, that is to say, subject to a quit-rent fixed in perpetuity, and about 6 lakhs of rupees were received on this account. But as the suit questioning the validity of the title was then pending in the Privy Council, it was made a condition of the sale that, if that case were lost and the new owner refused to confirm the *putnis* the purchase-money should be returned with interest. To meet this possible charge the proceeds of the *putni* sale were invested in Government securities, and, the interest being added as it accrued to the original principal, a capital sum of about 10 lakhs of rupees was accumulated.

162. In 1835 the law suits having then recently terminated, the following decision of the Government of India was recorded in a letter No. 282, dated the 28th October, addressed to the General Committee of Public Instruction :—

"The Governor-General in Council, deeming himself to have succeeded to the full authority and power assigned by Haji Mohsin to the *mutwalis*, considers it to be entirely in his power to determine upon the appropriation of the funds, subject of course to the condition of adhering as closely as possible of the wishes of the testator in points on which they have been declared.

"Now it appears that the growing income from the Jessore estates was the only fund in the testator's contemplation, and the expenses of the Imambarah, the *mutwali's* allowances, with the pensions and establishment, are charges specifically upon that income, which is estimated by the Sub-Committee at Hooghly to yield the sum of Rs. 45,000 per annum.

"The Governor-General in Council adverting to the conditions of the will resolves that three-ninths of the income from the zamindaris shall permanently be assigned for the current expenses of the Imambarah, etc., etc. Of the two-ninths of this income assigned to the *mutwalis*, but which are now at the disposal of Government, the Governor-General in Council assigns one-ninth to the agent or *mutwali* appointed by Government, but he does not deem it necessary to appoint a second *mutwali*, or to appropriate the second-ninth share assigned by the testator to the co-trustee nominated in the original will. This ninth, therefore, will be available for general purposes of a beneficent nature along with the surplus funds to which I shall presently advert. It may, however, be necessary to point out that in the above observations the principle to be adopted permanently is intended to be laid down rather than the particular course to be followed in respect to the present representative of the Government in the office of *mutwali*. Should Akbar Ali Khan be now in the receipt of a larger allowance than the ninth appropriated to the remuneration of that officer, it is not intended to disturb that arrangement.

"The four-ninths of the zamindari income appropriated by the testator to pensions and establishments must remain burthened with these charges; but as many of the pensions, etc., etc., will have lapsed the Governor-General in Council considers that the income arising from such lapses may be fairly added to the surplus fund appropriable to general purposes. The expenses of the hospital will, however, remain a permanent charge under this head, but there appears to be an expense incurred for education at present which will of course be merged into the general fund.

"In pursuance of the principles above laid down, there remain at the disposal of Government for general purposes of a beneficent nature, first, one-ninth of the annual income from the zamindaris; second, the lapsed pensions, etc., etc., and *third*, the entire amount arising from the interest of the accumulated fund now invested in promissory notes of the Government.

"The Governor-General in Council is of opinion that, after setting apart from this last-mentioned fund such amount as may be necessary to provide appropriate buildings, including the charge of rebuilding or repairing the Imambarah and other religious edifices, if it should be found necessary to renew these, the entire remainder should be considered as a Trust Fund, the interest of which, with other items specified, may be

appropriated to the purposes of education by the formation of a collegiate institution imparting instruction of all kinds in the higher departments of education according to the principles heretofore explained.

"In this manner His Excellency in Council conceives that the pious and beneficent purposes of the founder of the Hooghly endowment will best be fulfilled, and under the wide latitude given for the determination of the specific uses to which any surplus funds of the estate are to be appropriated, he cannot see that the assignment of the surplus which has arisen in this instance partly from the delay in consequence of litigation and partly from the fines realized from the mode of management adapted to purposes of education in the manner stated, will be any deviation from the provision of the deed."

163. Thus for beneficent purposes there was—

(1) one-ninth of the annual income from the zamindaris;

(2) the interest arising from the lapsed pensions which go to form an increasing invested fund;

(3) the interest arising from the accumulated fund which forms a fixed investment.

164. This fund was originally applied to the foundation and support of the Hooghly College affiliated to the Calcutta University, and open to members of all religious communities. The building was erected about the beginning of the last century by General Perron, a French adventurer, who had amassed a large fortune in the service of the Maharatta Chief, Scindia. On the death of the "General" it was purchased by Prankishen Haldar, a wealthy resident of the place, who used it as a pleasure resort. Prankishen fell on evil days and lost his wealth. The building changed hands and came into the possession of the "Sil" family of Chinsura, from whom it was purchased, for the College, by the General Committee of Public Instruction, then presided over by Thomas Babington Macaulay, for a comparatively small sum of money. The College had also the rare good fortune of being presided over for a long time by a succession of eminent scholars and educationalists, amongst whom were Thomas Alexander Wise, and James Sutherland, Leonidas Clint, Maulvi Obaidullah-al-Obaidi, Captain D. L. Richardson and James Kerr. The College was opened on the 1st of August 1836, and within three days counted 1,200 pupils in the English, and 300 in the Oriental Department, the proportion of Muhammadans to Hindus being 31 to 948 in the former and 138 to 81 in the latter.

165. To this arrangement the objection was raised that an institution almost exclusively frequented by Hindus was not the most suitable recipient of the income of a distinctively Muhammadan Endowment, and chiefly on the representation of Nawab Bahadur Abdul Latif, C.I.E., the distinguished educationalist and reformer, the Government of Sir George Campbell, by a resolution, dated the 29th July 1873, decided that "the fund should be used exclusively for the promotion of education among Muhammadans, the Hooghly College being maintained from other sources". In this resolution it was ordered that the fund should be used for the following purposes:—

(1) Part to be used for the foundation and maintenance of the Government Madrasahs at Dacca, Chittagong and Rajshahi.

(2) Part to be used for paying two-thirds of the fees for all Muhammadan boys of approved merit attending school or college.

(3) Part to be used for the foundation of scholarships.

(4) Part to be used for the maintenance of the Hooghly Madrasah and the boarding-house.

166. The amount available from the fund for educational purposes in 1873 was Rs. 93,000, but in 1895, owing to a reduction of the rates of Government securities from 4 per cent. to 3½ per cent. the income of the fund suddenly decreased and Government agreed in that year, and also subsequently, to modify the scheme drawn up in 1873 by undertaking to bear certain charges from provincial revenues which were previously debited to the Mohsin Fund. Thus, in 1917, when the income stood at Rs. 46, 726, it was distributed under three heads :—

(G. O. No. 844, dated the 29th June 1917.)

(*a*) Scholarships and stipends—Rs. 24,588.

(*b*) Short fee payments—Rs. 18,938.

(*c*) Contribution to Bihar and Orissa for educational purposes in that province—Rs. 3,200.*

167. In 1917 Government decided that the amount devoted to short-fee payments for Muhammadan students should, in future, be distributed in the shape of stipends of Rs. 5 tenable in Colleges and of Rs. 4 and Rs. 3 tenable in High Schools. The whole amount of the income that is allotted in Bengal for education purposes is, therefore, now spent on scholarships and stipends.

(G. O. No. 844, dated the 29th June 1917.)

168. **Award and distribution of Mohsin scholarships and stipends.**—The scholarships and stipends awarded from the Mohsin Fund are distributed as follows :—

A. By the Director, on the recommendation of heads of institution :—

(*i*) *Madrasah scholarships.*—These are enumerated in rules 93 and 112 of this section.

(*ii*) *Graduate scholarships.*—One of Rs. 20 a month tenable for two years and open to all Muhammadan graduates. It is awarded every alternate year.

(*iii*) *Senior scholarships and stipends*—

(*a*) Five scholarships of Rs. 10 each a month tenable for two years and distributed among students passing from colleges in the following areas :—

Presidency Division	..	1
Burdwan Division	..	1
Dacca Division	..	1
Rajshahi Division	..	1
Chittagong Division	..	1

* NOTE.—The contribution to Bihar and Orissa is at present Rs. 2,200.

(*b*) Twenty-four stipends of Rs. 5 each a month tenable for two years and distributed among students passing from colleges in the following areas :—

Presidency Division	..	6
Burdwan Division	..	3
Dacca Division	..	4
Chittagong Division	..	5
Rajshahi Division	..	6

(*c*) One special stipend of Rs. 10 a month tenable for two years for students of the Shia community only.

(*d*) One special stipend of Rs. 5 a month tenable for two years for *bona-fide* natives of Hooghly town.

(*iv*) *Junior scholarships and stipends*—

(*a*) Seven scholarships distributed as follows :—

Presidency and Burdwan Divisions : One of Rs. 8 a month tenable for two years and awarded to a candidate who passes the Matriculation Examination from the Calcutta Madrasah.

Two of Rs. 6 each a month tenable for two years and awarded to candidates who pass the Matriculation Examination from the Hooghly Collegiate School.

Dacca Division : Two of Rs. 6 each a month tenable for two years and awarded to candidates who pass the Matriculation Examination from schools (other than those controlled by the Board of Intermediate and Secondary Education, Dacca) in this division.

Chittagong and Rajshahi Divisions : Two of Rs. 6 each a month tenable for two years and awarded to candidates who pass the Matriculation Examination from these divisions.

(*b*) Forty-five stipends of Rs. 5 each a month tenable for two years and awarded to students who pass the Matriculation Examination from the following areas :—

Presidency Division	..	10
Burdwan Division	..	5
Dacca Division	..	10
Chittagong Division	..	9
Rajshahi Division	..	11

(*c*) One special stipend of Rs. 10 a month tenable for two years and awarded to students of the Shia community only.

(*d*) One special stipend of Rs. 5 a month tenable for two years for *bona-fide* natives of Hooghly town.

(*v*) *School scholarships.*—Nineteen monthly scholarships each tenable for one year and distributed as follows :—

(*a*) Government Moslem High English School, Dacca—

4 of Rs. 5 each.
4 of Rs. 4 each.
4 of Rs. 3 each.

(*b*) Government Moslem High English School, Chittagong—

3 of Rs. 4 each.

4 of Rs. 3 each.

(*vi*) *Engineering stipends.*—These are enumerated in section 1 of Chapter IV of this Code.

(*vii*) *Medical stipends.*—Six of Rs. 15 each a month distributed as follows:—

(*a*) Two in the first year class of the Medical College, Calcutta. They are awarded on the recommendation of the Principal of the Medical College to those students of the college who have passed the Intermediate Examination in Science of the University of Calcutta. They are each tenable for one year.

(*b*) Two in the second year class of the Medical College, Calcutta. They are awarded on the results of the Preliminary M. B. Examination and are each tenable for two years.

(*c*) Two in the fourth year class of the Medical College, Calcutta. They are awarded on the First M. B. Examination and are each tenable for three years.

B. By Principals of Colleges, with the approval of the governing body:—

(*a*) Seven senior stipends of Rs. 5 each a month tenable for two years and distributed among the following institutions:—

Krishnagar College	..	..	1
Hooghly College	..	..	2
Rajshahi College	..	..	2
Chittagong College	..	..	2

(*b*) Fourteen junior stipends of Rs. 5 each a month tenable for two years and distributed among the following institutions:—

Krishnagar College	..	..	1
Hooghly College	..	..	3
Dacca Intermediate College	..	..	6
Rajshahi College	..	..	2
Chittagong College	..	..	6

(*c*) Sixty stipends each tenable for one year as follows:—

(*i*) Ten of Rs. 8 a month each. They are reserved for the post-graduate classes in the Presidency College.

(*ii*) Thirty of Rs. 7 a month each. They are reserved for the undergraduate classes in the Presidency College.

(*iii*) Twenty of Rs. 7 a month each. They are tenable at the Islamia College, Calcutta.

(*d*) Eleven monthly scholarships each tenable for one year and awarded by the Principal, Calcutta Madrasah, in the Anglo-Persian Department. They are made up as follows:—

3 of Rs. 5 each.
3 of Rs. 4 each.
5 of Rs. 3 each.

(*e*) Three monthly stipends each tenable for one year and awarded by the Principal, Teachers' Training College, Dacca, to students of the Armenitola Government High School. They are made up as follows:—

2 of Rs. 4 each.
1 of Rs. 3 each.

C. By Divisional Inspectors of Schools, on the recommendation of Headmasters:—

(*i*) *School scholarships.*—Fifteen monthly scholarships each tenable for one year and distributed as follows:—

(*a*) Hooghly Collegiate School—

3 of Rs. 5 each.
3 of Rs. 4 each.
3 of Rs. 3 each.

(*b*) Rajshahi Collegiate School—

2 of Rs. 5 each.
2 of Rs. 4 each.
2 of Rs. 3 each.

(*ii*) *School stipends.*—Two hundred and twenty-four monthly stipends each tenable for one year and distributed as follows:—

(*a*) Hooghly Collegiate School—

7 of Rs. 4 each.
7 of Rs. 3 each.

(*b*) Amalgamated Branch and Model School, Hooghly—

4 of Rs. 4 each.
4 of Rs. 3 each.

(*c*) All recognised High English schools in the Burdwan Division—

8 of Rs. 4 each.
8 of Rs. 3 each.

(*d*) All recognised High English schools in the Presidency Division

17 of Rs. 4 each.

17 of Rs. 3 each.

(*e*) All recognised High English schools in the Dacca Division—

23 of Rs. 4 each.

25 of Rs. 3 each.

(*f*) All recognised High English schools in the Rajshahi Division—

25 of Rs. 4 each.

25 of Rs. 3 each.

(*g*) All recognised High English schools in the Chittagong Division—

27 of Rs. 4 each.

27 of Rs. 3 each.

D. By the University of Dacca—

Four senior stipends of Rs. 5 each a month tenable for two years and awarded to students prosecuting their studies in the University.

E. By the Board of Intermediate and Secondary Education, Dacca—

(*i*) Senior stipends—4 of Rs. 5 each.

(*ii*) Junior stipends— 4 of Rs. 5 each.

Each tenable for two years and awarded on the results of the Intermediate and High School examinations, respectively, of the Board.

169. **Rules for the award and tenure of Mohsin scholarships and stipends.**— The rules that apply to the award and tenure, etc., of school and college scholarships and stipends (*vide* Chapter XIII of this Code) shall apply *mutatis mutandis* to the award and tenure, etc., of scholarships from the Mohsin Fund.

170. The award of stipends from the Mohsin Fund shall also be subject to the following special rules:—

(G. O. No. 844, dated 29th June 1917.)

(*a*) Only poor students, who are unable to provide for the expenses of their education, will be eligible for these stipends.

(*b*) Among those eligible on the ground of poverty the stipends will be awarded in consideration of merit.

(c) No one who holds any Government or other scholarship or stipend will be eligible for these stipends. Students of the Shia community and students who are *bonafide* natives of the town of Hooghly, as also Medical and Engineering students, are excluded from this limitation. Such students shall be entitled, in addition to such Mohsin stipends for which they may be eligible, to receive any Government or other scholarship or stipend of the aggregate value of not more than Rs. 10.

(*d*) The Director will be competent to vary the distribution of stipends among the various Divisions from time to time.

APPENDIX.

Translation of the Towliutnamah of Muhammad Mohsin of Hooghly.

I, Hajee Muhammad Mohsin, son of Hajee Foyzullah, son of Agha Foyzullah, inhabitant of Hooghly, being in a state of full possession of all the the faculties and powers to control and dispose of my property, as the law directs, of my own free will and consent, do truly and legally declare and acknowledge that I have bequeathed for pious uses and have given, as an endowment in perpetuity, the whole of my zamindari, or landed estates of pergunnah Syudpur, etc., situated in zilla Jessore, also pergunnah Soobanul, situated in the aforesaid zilla, and one house or building situated at Hooghly, known by the name of the Imambarah, and also the Imambazar with the *haut* or market thereof, likewise situated at Hooghly, also all the articles and furniture, etc., appertaining to the said Imambarah and contained in a separate list, the whole of which descended to me by inheritance, and so has been in my proprietary possession: and whereas I have no children or descendants or relations to succeed as my legal or lineal heirs for the purpose of preserving entire the customary usages and charges of the pious works and ceremonies belonging to the celebration of the religious rites and festivals of the Faithful, which have always been observed by my family in all their generations, and which I purpose to continue; therefore I have bequeathed and endowed as aforesaid all the rights and appurtenances whatsoever of the aforesaid property purely and sincerely for the sake of God to be appropriated and disposed of in manner following, and for these purposes I have appointed Rajab Alli Khan, son of Sheikh Muhammad Sadick, and Shakur Ali Khan, of whose understanding and sagacity and faith and observance of religion I have had experience, to be Mutwallis (Prefects or Superintendents), and have made over to these two persons all the bequests and endowments abovementioned that they, in every respect whatsoever, mutually assisting and co-operating with each other and acting with mutual consent and advice, may preserve in the complete and due performance of this business entrusted to them in the following manner, namely, that they, the Mutwallis, after duly discharging the public revenues of Government (for the landed estates in question) divide the surplus proceeds of the mahals aforesaid into nine shares and first appropriate three shares thereof to the expenses of the religious observances for the great Prophet and for the rest of his descendants, also for the expenses of the ten days' festival of the Mohurrum and for all the other appointed festivals, and for the repairs of the Imambarah and burying ground, and that they then appropriate two shares of the said nine shares to themselves in equal shares for their own use and enjoyment, and four shares for maintaining the amlah or establishment and the persons whose names are

separately written in a list signed and sealed by me, and in disposing of the pensions and allowances, whether daily pensioners, and the better classes of peadahs and others who now stand nominated to receive allowances; the Mutwallis after me will exercise their discretion and authority either to continue or discontinue them as they may think proper, and I have made over generally to these two persons the towliut or charge of superintendency. In the event of either Mutwalli finding himself incompetent to discharge the functions, he is authorized to appoint any person whom he may consider qualified for the duty in his stead. To this end I have drawn up this deed or writing to be executed when necessity requires. Dated the 9th Bysack 1221 Hejree, corresponding with 1213 B. S., corresponding with 20th April 1806.

(Signed, sealed and witnessed.)

CHAPTER VII.—EDUCATION OF SPECIAL CLASSES.

Chiefs and Nobles.—Bengal has no special institution for the education of the sons and wards of Indian Chiefs and Nobles. The Nawab Bahadur's Institution at Murshidabad has, however, special arrangements for educating boys of the Nizamat family, one of the four hostels attached to the school being reserved exclusively for them.

2. **Aboriginal tribes.**—The homes of the Bengal aborigines lie most numerously on the western edge of the Province. The parts of Midnapore, Bankura, Burdwan and Birbhum which are close to the frontier approach in their character the country beyond the border and are part of the original home of some of the aboriginal tribes, but the numbers of these tribes found along the border have been greatly augmented by immigration. Santals have come in large numbers to the Rampurhat subdivision of Birbhum and the parts of Murshidabad west of the Bhagirathi, and a steady stream of them has passed for a long period across the Ganges at Rajmahal into Malda, Dinajpur and further into the heart of northern Bengal. They are also to be found in considerable numbers in Jalpaiguri where, however, those indigenous to the foot hills are few in number while the bulk have been imported direct from Chota Nagpur as coolies to be employed on the tea gardens.

3. Aboriginal tribes, other than Santals, are found in the Madhupur jungle in Mymensingh, at the foot hills on the northern edge of that district, and in the Chittagong Hill Tracts. These tribes, which are known as Garos, Hadis, Hajangs, Koches, Chakmas, Tiparas and Maghs, are classed as hill tribes.

4. **Backward classes.**—(G. O. No. 2909 Edn., dated 26th September 1923.) Aboriginal tribes, enumerated under Class A below, are regarded as educationally backward but there are also certain other non-aboriginal races, enumerated under Class B below, which are similarly classified. The following list gives a complete statement of the castes and tribes in Bengal which are regarded as backward classes:—

CLASS A.

1. Bagdi.
2. Bauri.
3. Bhuinmali.
4. Bhuiya.
5. Bhumij.
6. Chamar.
7. Dhoba.
8. Dom.
9. Dosadh.
10. Hari.
11. Kaora.
12. Chakmas.
13. Garos.
14. Hadis.
15. Hajangs.
16. Koches.
17. Tiparas.
18. Bediyas.
19. Gains.
20. Kaoras (24-Parganas)
21. Lodhas.
22. Kora.
23. Mal.
24. Muchi.
25. Munda.
26. Namasudra.
27. Oraon.
28. Pod.
29. Santal.
30. Sunri.
31. Tiyar.

CLASS B.

1. Kapalis.
2. Karanis.
3. Dois or Doais.
4. Bunnas.
5. Bahalis (allied to Namasudras).
6. Patnis.
7. Jogis or Naths.
8. Mahishyas or Halia Kaivartta Dases.
9. Rajbansis.
10. Mech.
11. Dhasa.
12. Paharia (*e.g.*, Lepchas, Bhutias, Tamongs and Tibetans).
13. Matial.
14. Jeoni.
15. Kurui Mahatos.
16. Gonds.
17. Pans.
18. Rajwars.
19. Bagals.
20. Korangas.
21. Converts from Haria and aboriginal tribes into Christianity.
22. Lohar.
23. Metia.
24. Khaira.
25. Oilman.
26. Sutradhar.
27. Kharga.
28. Kaloos (Oilman).
29. Tantis (Weaver).
30. Dulay (Palanquin bearer).
31. Kahars (Muhammadan by religion).
32. Jalias (Muhammadan by religion).
33. Chacks.
34. Mugs.
35. Pundarik.
36. Dai.
37. Dhangar.
38. Chain.
39. Kumars (Potters).
40. Rohangia or Roshangia.

5. **Educational facilities for backward classes.**—Schools of all grades for the education of the children of backward classes exist in most districts of the Province; these institutions are for the most part managed and maintained, with Government aid or subsidies from local bodies, by societies of socail workers, such as the Bengal Social Service League or the Society for the Improvement of the Backward Classes in Bengal, or by missionary bodies, such as the American Baptist Mission which works within the Burdwan Division, and the Australian Baptist Mission whose activities are most largely felt in the district of Faridpur but also extend to the Garo Hills. The policy of Government is, in general, to establish, or assist in the establishment of, special schools in localities where these tribes or castes are settled in fairly large numbers and where the schools already maintained from public funds do not sufficiently provide for their education, and in other localities to accord special privileges so as to encourage the attendance of their children at ordinary schools situated near their settlements. These privileges include exemption from the payment of fees, the award of special scholarships, the grant of special facilities for the training of aboriginal teachers, and the grant of liberal aid to mission or other societies which undertake the work of education. Assistance is also given to indigenous institutions wherever these may be found to exist, while hostels for the accommodation of students of the depressed

classes are maintained in Calcutta, Dacca and elsewhere under assistance from, or at the entire expense of Government.

(Government of India's letter No. 351, dated the 12th May 1916, and Bengal's letter No. 7, dated the 2nd January 1917, to the Government of India.)

6. **Boards of Education.**—Boards of Santal Education have been formed in the districts of Malda, Bankura, Midnapore, Birbhum and Dinajpur for the management of the Santal schools established in those districts. The executive and advisory powers which these boards exercise are as follows:—

(*a*) to advise the District Inspector of Schools, or, if he is a member, the Inspector, on the general policy which should be followed in the education of Santals, including curriculum, scale of remuneration to teachers, equipment of schools, etc.

(*b*) to submit an annual report on the education of the Santals ;

(*c*) to submit, for the approval of the District Inspector of Schools, or, if he is member, of the Inspector, the scheme and budget estimates for the ensuing year;

(*d*) to establish new schools, to refuse to give grants from the funds placed at their disposal by Government, to remove schools from the list of schools aided by means of grants and to transfer grants from one school to another;

(*e*) to administer all funds available for education of the Santals in conformity with the existing rules and orders of the Department ; and

(*f*) to work out definite projects for the improvement of individual schools and to put them into effect with the consent of the District Inspector of Schools, or, if he is a member, of the Inspector of Schools.

(G. O. No. 1677, dated the 19th December 1916, G. O. No. 635 Edn., dated the 29th March 1919, and G. O. No. 9969 Edn., dated the 20th September 1927.)

7. In administering the funds at its disposal the Board should observe the following procedure. These funds will consist of Government grants and grants from the District fund, supplemented by subscriptions and funds contributed by missionary bodies. The Government grants should be drawn on the counter-signature of the Board. This will ensure the Accountant-General, Bengal, getting actuals payee's receipts and will also prevent the payments of money by Government before it is actually required for disbursement. Similar arrangements should be made in respect of the District Board contributions.

(G. O. No. 1677, dated the 19th December 1916.)

8. A Board to control the education of the children of aboriginal tribes in the district of Rangpur is also in existence, though it is constituted on less elaborate lines than those described in rule 6. It comprises the District Magistrate as Chairman and the Divisional Inspector of Schools and the Superintendent of the Rangpur Mission as members. A grant is made to the Board for distribution of stipends to existing and proposed schools, and it has been empowered to exercise the following powers:—

(*a*) to transfer grants from one school to another;

(*b*) to close undesirable schools and start new ones in their places;

(*c*) to work out definite projects for the improvement of individual schools with the approval of the Inspector of Schools;

(*d*) to administer the funds placed at their disposal in conformity with the rules and orders of the Department; and

(*e*) to subnit an annual report on the progress of eduction amongst aboriginals.

(G. O. No. 1261 Edn., dated the 26th March 1926.)

9. **Scholarships.**—The castes or tribes enumerated in rule 4 are eligible for the following scholarships; ordinarily those included under Class A shall have preference, but failing such candidates the scholarships may be awarded to candidates enumerated under Class B:—

(*i*) One Graduate scholarship of Rs. 30 per month tenable for two years at the University of Calcutta and another of the same value tenable for one year at the University of Dacca.

(*ii*) Four Senior College scholarships of the value of Rs. 15 per month each, tenable for 2 years, one of which will be tenable at the University of Dacca and the remaining three in colleges affiliated to the University of Calcutta.

(*iii*) Four Junior College scholarships of Rs. 10 a month each, tenable for 2 years, one in colleges within the areas of the University of Dacca and the remaining three in colleges affiliated to the University of Calcutta.

(*iv*) Thrity-three Middle scholarships of Rs. 4 per month ecah tenable for 4 years.

(*v*) Sixty Primary Final scholarships of Rs. 3 per month each tenable for 2 years.

(G. O. No. 538 Edn., dated the 16th February 1923, and G. O. No. 2909 Edn., dated the 27th September 1923.)

10. The conditions under which these scholarships may be awarded are as follows:—

(1) They shall only be awarded to poor students who are eligible and desire further to prosecute their studies.

(2) As between those eligible on the ground of poverty, the scholarships will be awarded in consideration of merit among those passing their examinations creditably.

(3) The Director may vary the distribution of school scholarships among the various Divisions from time to time.

(4) The Inspector of Schools will make the distribution in each district having regard to local needs.

(G. O. No. 538 Edn., dated the 16th February 1923.)

Scholarships for the children of backward classes are also tenable at the Ahsanullah School of Engineering, Dacca (*vide* rule 64 in Chapter IV).

11. **Criminal tribes.**—Owing to their nomadic and unsettled mode of life these tribes are not susceptible to the influence of education, but some of them, *e.g.*, Bediyas, Gains, Kaoras and Lodhas are eligible for the scholarships reserved for the backward classes (*vide* rule 4). An industrial settlement for one of these tribes, called the Karwal Nats, exists near Saidpur in the district of Rangpur. The management of this settlement has been placed in the hands of the Salvation Army, to which the payment of an annual grant-in-aid is made by Government. Various industries, such as weaving, carpet-making, etc., are taught in the settlement.

12. **Tea-garden coolies.**—Special educational facilities are provided for the children of tea-garden coolies in the districts of Jalpaiguri and Darjeeling where the schools are maintained on a grant-in-aid system.

(G. O. No. 733, dated the 22nd March 1916.)

13. **Jains.**—In Government of India letter No. 569 of June 7th, 1916, it was ordered that the educational progress of Jains should henceforward be referred to in the Annual Reports on Education.

14. **Other communities.**—There are also special schools for the children of fishermen in the district of Dacca and for the children of factory coolies in and around the industrial area near Calcutta.

(G. O. No. 441 T.—Edn., dated the 11th July 1917.)

(G. O. No. 1555, dated the 23rd March 1915.)

15. **Education of Defectives.**—The Calcutta Deaf and Dumb School and the Blind School at Behala in the 24-Parganas are the more important of the schools for defective children. The District Boards and a few of the Municipalities award scholarships and stipends to deaf, mute and blind children reading in these two institutions, and Government have advised Municipalities that they will consider favourably applications under section 70, read with section 69(*l*) of the Bengal Municipal Act, 1884, for grants to the Blind School on condition that it educates blind persons resident in the Municipalities concerned.

16. The Children's House at Kurseong offers special facilities for the training of physically and mentally defective children. It receives a monthly grant-in-aid of Rs. 150, and has a Board of Visitors constituted as follows :—

(1) The Subdivisional Officer, Kurseong.

(2) The Head Master, Victoria Boys' School, Kurseong.

(3) The Head Mistress, Dow Hill Girls' School, Kurseong.

(4) The Civil Surgeon, Darjeeling.

(5) One person to be nominated by the Superintendent of the House.

(G. O. No. 1632Edn., dated the 15th June 1925.)

CHAPTER VIII.—GRANTS-IN-AID.

A.—Grant-in-aid Rules for Colleges.

[Approved in G. O. No. 1302Edn., dated the 5th July 1920.]

These rules apply to all colleges which receive aid from Government in any form, either as a recurring grant for maintenance or a capital grant for buildings, furniture and equipment, or a lease of land. For the purposes of these rules the word "college" includes hostel.

I.—General.

1. Application for grants shall be made to the Director of Public Instruction in the case of first grade colleges direct and in the case of second grade colleges through the Divisional Inspector of Schools.

2. Before a grant is sanctioned, the Director shall decide what security, if any, should be given, and what trust deeds, if any, should be executed by the authorities of the college.

3. No grant shall exceed half the amount contributed from private sources without the sanction of Government.

NOTE.—In the cases of recurring grants, private sources include private subscriptions, tution fees, game fees, library fees and other periodical payments made by students to the college funds.

4. The management of the affairs of every college which obtains aid from Government (whether by a grant of money for maintenance or for capital charges or of land) shall be in the hands of a Governing Body constituted in accordance with University Regulations and approved by the Director of Public Instruction.

4A. The following persons are not eligible to serve as members of any Governing Body of a college, viz. :—

(*i*) A person who is known to be opposed to the education of students (*a*) in any Government college or school, (*b*) in any college or school aided by Government, (*c*) in any college or school affiliated to, or recognised by, the University of Calcutta or the University of Dacca or any Board of Intermediate or Secondary Education which has been or may be established by Government.

(*ii*) A person who has taken any part directly or indirectly in any attempt to induce any student to give up his studies in any such institution.

(*iii*) A person who is known to take part in or assist in any way any political movement which tends to disturb the public peace or is subversive of Government as by law established.

4B. Any person, who is a member of a Governing Body of any College and who contravenes the provisions of rule 4A above or whose removal on the grounds of personal undesirability is recommended by a resolution passed by two-thirds of the members of the Governing Body at a meeting specially convened for the purpose may be removed from such membership by Government.

(G. O. No. 2091Edn., dated the 13th October 1932.)

6. Grants are given on the principle of strict religious neutrality and no preference shall be shown to any college on the ground that any particular religious doctrines are taught or are not taught therein.

5A. Before distributing grants, controlling officers should take particular care to ascertain that, in institutions claiming grants, proper relations between teachers and students are maintained and proper attempts made to enforce discipline. Grants should be withdrawn where these conditions are absent. The payment of grants-in-aid will depend on the maintenance of satisfactory discipline and satisfactory relations between teachers and students.

(G. O. No. 660T.-Edn., dated the 19th June 1930.)

6. Before sanctioning a grant, the Director will determine the maximum number of students that may be accommodated in the existing buildings and in each class-room. If the number of students at any time exceeds the maximum number so determined, a recurring grant may be withdrawn or reduced. If the accommodation is increased, application shall be made to the Director for a revision of the maximum, but the permission of the Director shall not be anticipated and the original limit shall not be exceeded until the new accommodation is actually available.

NOTE 1.—The area of each class-room should give a minimum of 10 square feet per student. The window space should be at least one-sixth of the floor space. In the case of existing *pucca* buildings where window space is defective, the director shall exercise discretion in requiring compliance with the rules.

NOTE 2.—A notice should be placed in each class-room stating its area in square feet and the maximum number of students which it can accommodate.

7. Every aided college, together with its accounts and records, shall be open to inspection by the Director or any officer deputed by him, the Commissioner and the District Officer and also by the Inspector of Schools in the case of second grade colleges. The records and accounts of the college shall be placed in such custody that they shall always be accessible on the visit of an inspecting officer during working hours on working days.

8. Aided colleges shall conform to the Departmental rules relating to construction of buildings, size and accommodation of classes, scholarships, free studentships, hostels, discipline and holidays, and to any other rules which may be declared to be applicable to aided colleges.

9. The staff of Professors and Lecturers must be approved by the Director and all changes in the staff, whether by appointment or dismissal, must be notified to the Department.

10. The Governing Body of every aided college shall draw up a set of rules regulating the conditions of appointment of members of the teaching staff and of their absence from duty.

11. All aided colleges shall levy fees at rates approved by the Director of Public Instruction from all students, save as provided in the Departmental rules for free studentships.

12. The following books shall be kept in addition to any others that may be prescribed : —

(*a*) An Admission register.

(*b*) Attendance registers of students.

(*c*) A Students' Conduct Register.

(*d*) A register of Transfer Certificates issued and received.

(*e*) A Visitors' book.

(*f*) A book containing Proceedings of the Governing Body of the college.

(*g*) A register of the Progress of students, indicated specially at periodical examinations.

(*h*) A Correspondence file.

(*i*) A Library Catalogue.

(*j*) A Stock-book of scientific apparatus, chemicals, etc.

(*k*) A Fee and Fine collection book.

(*l*) A Subscription book.

(*m*) An Acquittance roll.

(*n*) A Cash-book.

(*o*) A Library Loan-book.

(*p*) A Stock-book of college furniture.

13. All receipts from whatever source or for whatever purpose collected shall be entered in the account books of the college. The funds of the college may be spent on college purposes only, and all surplus funds shall be deposited in a bank. The bank account shall be made out in the name of the Secretary and the President of the Governing Body.

14. Every aided college shall make arrangements for the annual audit of its accounts by an independent auditor or accountant appointed by the Governing Body and approved by the Director of Public Instruction and duly submit the annual audit report to the Director of Public Instruction.

II.—Recurring Grants.

1. In respect of any college for which application is made for a recurring grant, full information must be supplied on the following points :—

(*a*) The names of the persons who, it is proposed, will form the Governing Body, and the classes they represent.

(*b*) The suitability of the buildings, their site and surroundings, accommodation for students, attached library and laboratory, lighting and ventilation of the rooms, drainage of the surrounding premises, and the efficiency of the sanitary arrangements for the students and staff.

(*c*) The pecuniary resources, permanent and temporary, on which the college will depend for support.

(*d*) The names, qualifications and salaries of the members of the staff and the conditions governing their tenure of office.

(*e*) The average monthly receipts from fees, Government grants and other sources, and the average total monthly expenditure of the college in detail for each of the preceding three years.

(*f*) The average number of students in each class for each of the preceding three years.

(*g*) The rate of fees charged in each class.

(*h*) The results of public examinations during each of the preceding three years.

(*i*) The provision made for physical exercise.

(*j*) The extent of hostel accommodation.

(*k*) The amount of aid sought.

(*l*) The Treasury at which the grant, if sanctioned, is to be payable.

2. The sanction of a recurring grant shall be conveyed in the following form :—

Memorandum of Sanction.

(*a*) A grant of Rs.....a month/quarter is sanctioned from the (date.....) for the.....college in the district of..... on the following conditions :—

(*i*) that Rs.....a month at least is regularly contributed from private sources ;

(*ii*) that the following scale of expenditure is maintained, subject to any alteration that may be sanctioned by the Director ;

* * * * * * * * *

(*iii*) that the grant-in-aid rules are observed.

(*b*) The grant shall be payable every month/quarter.

(*c*) The monthly/quarterly bill, except bills for hostel grants, shall be submitted by the college authorities direct to the local treasury with the usual certificates for scrutiny and payment, in the form given in Appendix B.

(*d*) The bill and certificate must be signed by the Secretary of the Governing Body.

(*e*) Salaries for service in any month shall become due on the first day of the following month.

(*f*) Bills for hostel grants shall be submitted to the Director of Public Instruction for countersignature, and must be accompanied by a statement showing the maximum number of pupils resident in the hostel during the month, and the nature of the supervision provided.

3. The control of recurring grants is vested in the Director.

4. Recurring grants shall be sanctioned ordinarily for a term of three years, but they will be liable to revision at any time. Notice of a proposed revision shall be given six months before the revision is actually effected.

5. Applications for the renewal of grants will be made in the same manner as original applications. In addition, a statement should be forwarded showing the actual receipts and expenditure under each head for each of the preceding three years. Applications for renewal of a grant must be forwarded at least three months before the expiry of the period of the existing grant.

III.—Capital Grants.

1. Capital grants comprise grants of land (on licence) and money grant for—

(*a*) the purchase or acquisition of land ;

(*b*) the erection, purchase or extension of buildings and the preparation of sites ;

(*c*) the execution of extensive repairs ;

(*d*) the purchase of furniture and equipment ; and

(*e*) the payment of debts in special cases.

2. A formal application must be made in all cases. Full information must be given on the points specified in rule 1 of section II, when the college for which a grant is sought is not in receipt of a recurring grant and also regarding the ownership of the site of the college and all Trusts by which it is benefited. An application for a repairs grant must show that the necessity for such a grant has not arisen from the neglect of current repairs in previous years.

3. Applications for capital grants not exceeding Rs. 10,000 will be disposed of by the Director.

4. No part of the sanctioned grant will be paid until the amount to be contributed from private sources has been collected, and when land is to be acquired or building work is to be done by the Public Works Department, deposited in the treasury.

NOTE.—The provisions of the Land Acquisition Act do not authorize the acquisition of land for private persons or governing bodies of colleges, in case in which it is proposed to meet the whole of the cost of the acquisition of land for college purposes from the funds of such persons or bodies, unless they constitute companies within the meaning of section 3 (*e*) of the Land Acquisition Act. But in cases in which Government makes a capital grant for the payment of the whole or a part of the cost of such acquisition, proceedings may be instituted under the Land Acquisition Act.

In cases, which are treated as ordinary Government acquisition, and where land after acquisition vests absolutely in Government and is only made over by them to the authorities of the institutions by a licence, the charges on account of contingencies and cost of establishment and pay of the Land Acquisition Officer are not recoverable from the authorities of the institutions concerned. The Local Government have, therefore, decided that these charges should be excluded from the estimate of probable cost of acquiring land, and District Officers have been informed accordingly. Where, however, the estimated cost of acquisition is to be paid by acompany or wholly or partly out of some fund controlled or managed by a local authority, those charges are payable by the company or the local body concerned and should be included in the estimate of the cost of acquisition, as at present. (Government Order No. 342-Edn., dated the 29th January 1929.)

In cases of acquisition of land for a non-Government educational institution which is neither a Society registered under Act XXI of 1860 nor a local body, and where Government are required to make a grant towards the cost of acquisition, the land should not be made over to the

authorities of the institution by the prescribed licence until all references to the Civil Court have been disposed of and the additional compensation, if any, decreed by the Court has been paid by the institution. If the additional compensation be not paid by the authorities of the institution promptly, the land should be relinquished immediately with a view to its sale for recovery of the additional compensation, the grant paid by Government towards the cost of acquisition and the charges incurred by Government on account of contingencies, cost of establishment and pay of the Land Acquisition Officer. When, however, the reference case is protracted, possession of the land may be delivered before the disposal of the reference if security is deposited to the satisfaction of the requiring department. (Government Order No. 726-Edn., dated the 21st February 1930.)

5. Government land and land acquired for a college shall be made over to the college authorities by a licence in the form given in Appendix A. Any important modification in this form requires the sanction of Government.

6. The work of construction of new buildings, improvement and extensive repairs of the existing buildings, and preparation or improvement of the college sites may be done either by the Public Works Department or by the authorities of the college concerned, or by contractors appointed by them, using the local materials most suited for the purpose.

The plans and estimates of all building works for which a grant is sought or which are to be carried out on a site in which Government have an interest must be approved by the Public Works Department and the Director of Public Health and the following procedure will be observed :—

(*a*) In the case of original or other works, which are to be carried out by the Public Works Department, the Director of Public Instruction will first determine in consultation with the authorities of the college what buildings or other works are required. He will then ask the Executive Engineer of the Division for a rough line plan and an approximate estimate. The plan will be sent direct by the Director of Public Instruction, Bengal, to the Director of Public Health for criticism, and after its approval by that officer, the Director of Public Instruction will ascertain whether there is a reasonable prospect of the required grant being given in the near future. If this be the case, the Director of Public Instruction will call for detailed plans and estimates from the Executive Engineer, when the estimate does not exceed Rs. 10,000, and from the Superintending Engineer, when the estimate exceeds Rs. 10,000 but does not exceed Rs. 50,000. After receipt of the detailed plans and estimates the Director of Public Instruction will take action to finance the project.

(*b*) In the case of original or other works, which are to be carried out by the authorities of the college or by contractors appointed by them, the plans and estimates will be prepared by the authorities of the college and submitted by them to the Director of Public Instruction with their application for the grant required for the purpose. The Director of Public Instruction will forward the plans to the Director of Public Health for criticism, and after approval of the plans by that officer, the plans and estimates will then be forwarded to the Executive Engineer of the Division, when the estimated cost of the project does not exceed Rs. 10,000 and to the Superintending Engineer, when the estimate exceeds Rs. 10,000 but does not exceed Rs. 50,000 for examination. After general approval of the plans and estimates by the Public Works Department the Director of Public Instruction will take action to finance the scheme.

(c) In the case of extensive repairs to the existing buildings of the college to be done by the Public Works Department or by the authorities of the college, the estimate should be prepared after a joint inspection of the buildings by the Principal of the college and an Executive Engineer or Subdivisional Officer of the Public Works Department and a certificate should be endorsed by an officer of the Public Works Department on the estimate that the necessity for such an extensive repair has not arisen from the neglect of the current repairs in the previous years by the authorities of the college.

7. The execution of the work by the Public Works Department will be carried out in accordance with the rules relating to contribution works; in other cases the function of the Public Works Department will be restricted to general scrutiny of the plans and estimates submitted by the authorities of the college to see if there are any serious structural defects, to giving a rough indication as to the period during which the buildings are expected to last, provided they received adequate maintenance and attention, to the inspection of the work before payment of the second and the third or final instalment of the Government grant, and to certifying as far as possible from an examination at the stage, that the work has been executed in accordance with the plans and estimates approved for the purpose and that the value of the work done is not less than what is demanded for payment of the amount of the third or the final instalment of the Government grant, as specified in rules 8 and 9 of this section.

(G. O. No. 1390 Edn., dated the 19th April 1934.)

8. Grants for the erection, extension or repair of buildings, when the work is not done by the Public Works Department, will be paid out as follows on receipt of an undertaking from the Governing Body of the College in the form in Appendix D :—

Half the grant will be paid at once. One quarter of the grant will be paid on the requisition of the college authority countersigned by the officer deputed by the Executive Engineer to inspect the work, who should certify that approximately half the work has been completed. Before the remaining quarter of the grant is paid, the officer deputed by the Executive Engineer shall certify in the form given in Appendix C that the work has been completed in accordance with the approved plans and estimates. Should the amount of the undertaking fall short of the estimate, the grant may be curtailed by the amount by which it falls short.

9. Grants for the preparation of sites will be paid in the same way as building grants.

10. Grants for the purchase of furniture and equipment will be paid out on the receipt of vouchers duly receipted.

11. Should a capital grant of money be not applied to the purposes for which it was given, or should the college cease, within such number of years as may be agreed upon, either to be open to inspection or to be, in the opinion of the Government, efficient and properly equipped, the college shall be bound to refund to Government the amount of the grant or so much of it as has not been expended upon those purposes; and in order to realize the amount Government may take possession of and sell any buildings erected or furniture purchased with the aid of Government grant.

Should the college be abolished, Government may claim a fair share of the balance to its credit as well as of the sale proceeds of any buildings or furniture towards which a grant may have been made by Government.

APPENDIX A.

Form of Licence granting use of Government Land to a College Authority.

THIS INDENTURE made the.....day of.....BETWEEN THE SECRETARY OF STATE FOR INDIA IN COUNCIL (hereinafter called the Secretary of State, which term shall include his successors and assigns) of the one part and.....
THE MEMBERS OF THE GOVERNING BODY OF.....
(hereinafter called the Governing Body, which term shall include the said persons and such other persons as shall from time to time be appointed members of such Governing Body) of the other part.

This Indenture witnesseth that the Secretary of State doth hereby grant to the Governing Body exclusive leave and licence, until such licence shall be determined in manner hereinafter mentioned, to enter upon, occupy and use for the purpose of.....the land specified in the schedule and delineated in the plan hereunto annexed subject to the conditions following, that is to say :—

(1) Save as the Local Government shall from time to time permit, the said land shall be used solely for the purposes of the said college.

(2) The college shall be governed by a Governing Body which shall be constituted in accordance with the rules and regulations of the University for the time being in force, and approved by the Director of Public Instruction, Bengal.

(3) The Governing Body shall forthwith erect or cause to be erected the buildings of which signed plans and estimates are appended to this Indenture and shall complete the same in accordance therewith to the satisfaction of the Executive Engineer of.....by the.....
day of.....

(4) The Governing Body, shall, during the continuation of the licence hereby granted, pay or cause to be paid all rates and taxes and other outgoings which are now or may hereafter be charged, levied or imposed upon in respect of the said premises by Government or any local authority whether the same be payable by owner or occupier.

(5) The Governing Body shall keep and maintain the buildings and premises thereon in good repair and condition to the satisfaction of the Local Government.

(6) No buildings shall at any time be erected on the said premises, nor any alteration or addition made to the existing or to any future buildings without the previous consent in writing of the Director of Public Instruction, Bengal.

(7) Neither the Governing Body nor any member thereof shall derive any pecuniary return or benefit from the use of the said land or any part thereof save for the purposes of the said college.

(8) The Governing Body shall not transfer or assign this licence or the benefit thereof or execute any instrument purporting to do so.

(9) The said college and premises shall be open to inspection at all reasonable times by the Director of Public Instruction, Bengal, or any officer deputed by him (by the Inspector of Schools in the case of second grade colleges) and by the Commissioner of the Division, and the District Magistrate.

(10) The said college shall be managed as regards control, maintenance staff, salaries, fees, free studentships, curriculum, discipline, residential arrangements and in all other respects in accordance with the rules and regulations of the University and the Education Department of Bengal, for the time being in force, governing colleges in the receipts of grants-in-aid and to the satisfaction of the Local Government.

(11) The Governing Body, shall, unless the said college is already affiliated, within one year of the execution of this Indenture, cause or procure the said college to be affiliated by the University of Calcutta or any University having jurisdiction over Bengal which may hereafter be established by law, and shall continue to have the college so affiliated.

(12) In the event of the land being at any time required for a purpose declared by the Local Government to be a public purpose, then on giving to the Governing Body six months' notice in writing, and in the event of the breach, non-performance or non-observance of any of the foregoing conditions, then and in any such case without notice, the Secretary of State shall, on the expiration of such notice or immediately, as the case may be, be entitled to revoke and determine the licence hereby granted and re-enter upon the said land, and thereupon the Governing Body shall be bound to give him or any officer authorized in his behalf quiet and peaceable possession of the said land and of all buildings erected thereon and of all the college furniture and equipment and pay to the Secretary of State any sums which have been granted for the erection of buildings or for the purchase of furniture and equipment less a deduction of 5 per cent. per annum for each year that has elapsed since the date on which the sums were paid :

Provided that the Governing Body shall be entitled to compensation for all buildings erected upon the land with the previous consent in writing of the Director of Public Instruction, Bengal, and for all the furniture and equipment of the said college, the amount of such compensation to be fixed by and in accordance with an estimate made by the Executive Engineer of .....at the time of the determination of the said licence and not to exceed the cost of the said buildings, furniture and equipment or the value thereof at the time of such determination, whichever shall be less :

Provided always that in the case any such breach, non-performance or non-observance of any of the said conditions, the omission by the Secretary of State thereupon to enforce the provisions of this clause shall not prejudice or affect his right to enforce such provisions thereafter in respect of any subsequent or continuing occasion.

(13) Upon any appointment of a person as member of the Governing Body in the place of any of the parties hereto of the second part such person shall forthwith inform the Magistrate of..... on behalf of the Secretary of State, the University,.....and the Director of Public Instruction, Bengal, in writing, of his appointment, and shall agree to observe and perform the said conditions and to be bound thereby as if he had been a party hereto, and if such appointment be approved by the University and the Director of Public Instruction, this licence shall continue in force as if such person had originally been a party and in case of failure of such person to make such agreement as aforesaid within one month after appointment he shall not be entitled to any benefit under this licence, there being no person appointed who shall be approved

by the University and the Director of Public Instruction and who shall have made such agreement as aforesaid, the Secretary of State may enforce all or any of the provisions aforesaid as in case of the breach of the said conditions.

(14) In the event of the Secretary of State (acting through the Director of Public Instruction) and the Governing Body being unable to agree as to whether there has been any such breach, non-observance or non-performance of any condition as aforesaid, or if any other dispute or difference shall arise touching the effect of construction of these presents or the matters herein contained, the matter in dispute shall be refered to the Local Government whose decision shall be final in every case.

IN WITNESS whereof the said parties hereto have hereunto set their hands and seals the day and year first above written.

SIGNED, SEALED AND DELIVERED by.....
.....Magistrate of the district of.....for and on behalf of the Government of Bengal acting in the premises for and on behalf of the Secretary of State for India in Council in the presence of.....

SIGNED, SEALED AND DELIVERED by the abovenamed in the presence of.....
.....

APPENDIX B.

.....COLLEGE AT..... IN DISTRICT .....

Month quarter ending.....19.....

Bill for Grant-in-aid.

The Secretary of State in Council for India *Dr*

	Rs.	a.	p.	
To the grant-in-aid for the month/quarter ending.....				*See* order of Director of Public Instruction, No....., dated the..... 19.....

Payable at the.....Treasury.

Certified that all salaries for the previous month/quarter have been paid in full.

.....
Secretary of the Governing Body.

The.....19 .....

Passed for Rs.....

.....
Director of Public Instruction
Treasury Officer.

The.....19.....

APPENDIX C.

Form of Completion Certificate.

Name and Nature of Work.

Certified that the above work, which has been inspected by me personally, has been carried out according to the approved plan and estimate in a satisfactory manner, with the following exceptions :—

(Here enter items of deviation with particulars as to dimensions and cost): .....that the deviations are not of such a nature as to affect the stability or the suitability of the building, and that, in my opinion, the deviations would have resulted in a savings/an excess cost of Rupees..... under/above the sanctioned estimate.

Station.....

Date .....

Signature.....

Designation of officer.....

Countersigned.

Director of Public Instruction.

Date.....

APPENDIX D.

Form of Acceptance of Cash Capital Grants.

[FURNITURE AND EQUIPMENT.]

WHEREAS a special grant of Rs. (Rupees) only has been sanctioned by Government (or the Director of Public Instruction, Bengal) for the College/School at in the district of for the express purpose and subject to the execution of the joint and several agreement and undertaking by the members of the Governing Body of the said College/School hereafter contained *now therefore* in consideration of such grant, we the undersigned, whose names are entered in the margin hereof, being the members of the Governing Body of the said College/School hereby jointly and severally and with intent (so far as may be) to bind our successors in office and assigns agree and undertake to be responsible for the proper utilisation of the grant for the purpose for which it is sanctioned and also undertake to responsible for the maintenance of the furniture and equipment covered by the grant in good and substantial repair.

Margin.

(G. O. No. 2261Edn., dated the 15th July 1936.)

APPENDIX E.

Acceptance Capital Grants.

[BUILDINGS.]

WHEREAS a special grant of Rs. (Rupees only) has been sanctioned by Government (or the Director of Public Instruction, Bengal) for the College/School at in the district of for the express purpose of and subject to the execution of the joint and several agreement and undertaking by the members of the Governing Body of the said College/School hereinafter contained *now therefore* in consideration of such grant, we the undersigned, whose names are entered in the margin hereof, being the members of the Governing Body of the said College/School hereby jointly and severally and with intent (so far as may be) to bind our successors in office and assigns agree and undertake to be responsible for the proper utilisation for the propose of the College/School of the buildings for which the said grant has been sanctioned and for the maintenance of the said buildings in good and substantial repair.

We also agree and undertake that, in the event of the said College/School being at any time hereafter abolished or abandoned Government shall receive out of any balance at credit of the College/School at the time of its abolition or abandonment and from the sale proceeds of the College/School buildings the amount of the said grant less a sum equal to 1/20th thereof for each completed year between the date of such grant and the date of which the said College/School shall cease to exist by reason of abolition or abandonment or otherwise howsoever.

Margin.

(G. O. No. 578 Edn., dated the 21st February 1936.)

B.—Grant-in-aid Rules for Schools.

[Approved in General Department letter No. 408Edn., dated 25th February 118, and modified in General Department letters No. 504T.—Edn., dated 23rd August 1918, No. 1339, dated 21st October 1918, No. 1163Edn., dated 4th September 1918, No. 1489Edn., dated 13th August 1919, No. 1404Edn., dated 23rd August 1919, No. 2272Edn., dated 31st October 1921, and No. 593Edn., dated 20th February 1923.]

I.—General.

1. These rules apply to secondary schools, and may also be made applicable to primary schools, *tols* and *maktabs*.

2. Applications for grants shall be made in the prescribed form (Appendix A), which may be obtained from the District Inspector or the Assistant Inspectress. Applications for grants to schools for boys, schools for the training of masters and mixed schools shall be forwarded to the Inspector (through the District Inspector in the case of middle and primary schools), and for grants to schools for girls and schools for the training of mistresses to the Inspectress (through the Assistant Inspectress in the case of schools under her supervision). In all cases the District Officer shall be consulted. The Commissioner shall also be consulted if the Inspector or Inspectress disagrees with the opinion of the District Officer, or if the application requires to be submitted to the Director. A reference shall be made to the Director if the Inspector or Inspectress and Commissioner disagree. The opinion of the Government Pleader shall be taken regarding the status of school managers or promoters and their interest in the school site.

3. All applications for grants to schools conducted under specific declared trusts shall be submitted to the Director, who will decide what security, if any, should be demanded. Applications for grants to other schools shall be dealt with by the Inspector or Inspectress, in consultation with the Government Pleader, if necessary, or shall be forwarded with his or her recommendations to the Director according as the Inspctor or Inspectress is or is not empowered to sanction the grants. No application need be forwarded if the executive and inspecting officers agree that it should be rejected.

4. An application forwarded to the Director shall be accompanied by a complete statement of the facts, together with a copy of the latest inspection report, to enable him to deal with it without further reference to his subordinate officers. The Director will decide what amount of grant he is prepared to sanction, and will obtain the approval of Government in cases in which this is required. (A reference shall not be made to Government at this stage if the sanction of Government is required merely on account of land acquisition, transfer of land which the Local Government can sanction or construction of buildings by the Public Works Department.) The Inspector or Inspectress will then be called upon to complete the preliminaries and to report when this has been done. The District Officer and Commissioner will be consulted if any alterations in the approved project are proposed. Final orders of sanction will then be passed after a reference to Government, if necessary, and all further action will be taken by the Inspector or Inspectress.

5. For the purposes of these rules "school" includes "hostel".

6. The following limitations on the amounts of grants are imposed :—

High schools for boys.—The grants shall not ordinarily exceed one-half of the amount contributed from private sources.

Middle schools (boys and mixed).—When the expenditure is more than Rs. 40 a month, the grants shall not ordinarily exceed two-thirds of the amount contributed from private sources.

In the case of all other schools the grant shall not ordinarily exceed the amount contributed from private sources but Inspectresses of schools are authorised to relax this rule in favour of primary schools for girls. For the purposes of this rule, District Board and Municipal contributions will be reckoned as receipts from public sources.

NOTE.—In the cases of recurring grants private sources include private subscriptions, tuition fees, game fees, library fees and other periodical payments made by students to the school funds.

7. The amounts laid down in the preceding rule are maximum grants but it must be understood that the maximum grants will not in all cases, and as a matter of course, be sanctioned.

8. The Director may sanction a grant in excess of the prescribed maximum in special cases, subject to the limit imposed by rule 4 (section V).

The following criteria for determining special cases are laid down :—

(1) urgent necessity of a school in a particular locality ;

(2) good work done by it ;

(3) poverty or backwardness of the locality ;

(4) the financial condition of the institution ; and

(5) special merit of the institution.

(G. O. No. 441-Edn., dated the 28th February 1939.)

9. Every school which has received a grant or lease of land or a capital grant from Government shall be regarded as, and shall be subject to the same control as, an aided school.

II.—Conditions attached to grants.

1. Grants are given on the principle of strict religious neutrality, and no preference shall be shown to any school on the ground that any particular religious doctrines are taught or are not taught thereon.

2. Before distributing grants, controlling officers should take particular care to ascertain that, in institutions claiming grants, proper relations between teachers and students are being maintained and proper attempts made to enforce discipline, and they should withdraw grants where these conditions are absent. Payment of grants-in-aid will depend on the maintenance of satisfactory discipline and satisfactory relations between teachers and students.

(G. O. No. 660T.—Edn., dated the 19th June 1930.)

3. Before sanctioning a grant, the sanctioning authority will determine the maximum number of students that can be accommodated in the existing buildings and in each class-room. If the number of scholars is in excess of

the maximum number so determined a recurring grant may be withdrawn or reduced at the discretion of the Inspector or the Inspectress. If the accommodation is increased, application shall be made to the sanctioning authority to increase the maximum limit, but the permissiosn of the sanctioning authority shall not be anticipated, and the original limit shall not be exceeded until the new accommodation is actually available.

NOTE 1.—The area of each class-room should give a minimum of 10 square feet per scholar and in cases where more than one class is held in the same class-room there should be a minimum of 12 square feet per scholar. The window space should be at least one-sixth of the floor space : in the case of existing pucca buildings, where the window space is defective, the Inspector or the Inspectress is to exercise discretion in requiring compliance with the rule.

NOTE 2.—A notice should be placed in each class-room stating its area in square feet and the maximum number of boys which it can accommodate.

4. Every aided school, together with its accounts and records, shall be open to inspection by the officers of the Department and by the Commissioner, District Officer and Subdivisional Officer. The records and accounts of the school shall be placed in such custody that they shall be always accessible on the visit of any inspecting officer. It is the duty of inspecting officers to see that aided schools conform to the rules prescribed for aided schools and that the instruction given is efficient. All questions relating to the promotion of pupils and to the selection of candidates for the Matriculation examination should remain in the hands of the Headmaster subject to the supervision of the inspecting officers of the Department, and the Inspector or Inspectress may require the school authority to take such disciplinary measures as appear to him to be called for. Otherwise inspecting officers will interfere as little as possible with the management of the school by the school authority.

5. Aided schools shall conform to the Departmental rules relating to construction of buildings, size and accommodation of classes, curricula, scholarships, free-studentships, hostels, admission and transfer of pupils, discipline and holidays, and to any other rules which may be declared to be applicable to aided schools. Text-books must be selected from such approved lists as the Department issue from time to time.

6. The appointment and dismissal of every teacher shall be notified to the Department. Every appointment shall be subject to the approval of the Department, and the Department may enquire into any case regarding the dismissal of a teacher. [The functions of the Department in these respects will ordinarily be exercised by the District Inspector in the case of primary boys' school, by the Inspector in the case of other boys' schools (including mixed schools) and by the Inspectress in the case of girls' schools.]

As the approval of the department is required in all cases of appointments, the department's approval shall also be obtained in all cases of removal whether dismissal, removal proper or discharge and the word " dismissal " in the above rule shall be taken to include cases of removal and discharge of teachers.

(G. O. No. 201T.—Edn., dated the 5th October 1939.)

The Director may forbid the employment of any teacher whose appointment to the school in question appears to him to have been undesirable.

7. The school authority of every aided school shall draw up a set of rules regulating the conditions of appointment of teachers and the absence of teachers from duty.

8. All aided schools, with the exception of those especially exempted by the Director, shall levy fees from all pupils, save as provided in the rules for free-studentships.

9. The registers prescribed for Government schools, including the following must be maintained :—

(1) Admission register.
(2) Daily attendance register of pupils.
(3) Attendance register of teachers.
(4) Cash-book.
(5) Acquittance roll of teachers.
(6) Acquittance roll of scholars.
(7) Punishment register.
(8) Visitors' book.
(9) Fee register.
(10) A book for preserving monthly abstract accounts.
(11) Order book.
(12) Conduct register of all pupils ; also showing whether they live with parents or recognized guardians or in hostels or messes.
(13) Withdrawal certificate register.
(14) A book containing the proceedings of the Managing Committee of the school.
(15) A catalogue of library books.
(16) A book containing the results of class examinations and departmental and other examinations.

10. All receipts from whatever sources or for whatever purpose collected shall be entered in the cash-book of the school.

The funds of the school may be spent only for the purposes detailed in the memorandum sanctioning the grant. All surplus funds shall be deposited in the Postal Savings Bank or be dealt with in some other manner approved by the Inspector or Inspectress.

III.—Managing Committees.

1. The management of every aided school shall, unless specially excepted by the Director, be in the hands of a Managing Committee. The Secretary of this Committee will be the corresponding agent of the school recognized by the Department.

2. The minimum number of members of the Managing Committee shall be 6 and the maximum 10 (including the President) and unless specially excepted by the Director, it shall include—

The President, who shall be elected by the Committee ; the Head Master of the school, a representative of the teaching staff, who shall be nominated by staff ; two or more representatives of the parents and guardians of the pupils of the school, who shall be elected by the parents and guardians, and one or more representatives of the founders or benefactors of the school, who shall be nominated by the founders' or benefactors' families.

3. The members of the Committee shall elect a Vice-President and a Secretary from among themselves.

The constitution of the Committee, and the election of the President and the Secretary, shall be subject to the approval of the District Magistrate.

In the case of boys' and girls' schools in Calcutta, the functions of the District Magistrate shall be exercised by the Inspector of Schools, Presidency Division, and the Inspectress of Schools, Presidency and Burdwan Divisions, respectively.

3A. The following persons are not eligible to serve as members of any Managing Committee of a school, *viz.*—

(*i*) a person who is known to be opposed to the education of students, (*a*) in any Government college or school, (*b*) in any college or school aided by Government, (*c*) any college or school affiliated to, or recognised by, the University of Calcutta or the University of Dacca or any Board of Intermediate or Secondary Education which has been or may be established by Government;

(*ii*) a person who has taken any part directly or indirectly in any attempt to induce any student to give up his studies in any such institution.

(*iii*) a person who is known to take part in or assist in any way any political movement which tends to disturb the public peace or is subversive of Government as by law established.

3B. Any person, who is a member of a Managing Committee of any school and who contravenes the provisions of rule 3A above or whose removal on the grounds of personal undesirability is recommended by a resolution passed by two-thirds of the members of the Managing Committee at a meeting specially convened for the purpose may be removed from such membership by Government.

(G. O. No. 2091 T.—Edn., dated the 13th October 1932.)

4. The members of the Committee shall hold office for three years, and they will be eligible for reappointment at the end of that period. Any member appointed during the three-year period will ordinarily hold office till the end of that period.

5. A meeting of the Committee shall be called by the Secretary at least once a quarter, except during vacations; a constant date (*e.g.*, the first Saturday of each month or every alternative month) should be fixed to suit the general convenience of members. Not less than seven days' notice of the meeting should ordinarily be given.

6. The notice shall set forth the business to be transacted at the meeting and no business other than that so stated shall be transacted except with the consent of three-fourths of the members present. When any business, of which notice has not been given, is considered at the meeting, the decision recorded or resolution adopted at such meeting shall be communicated forthwith to all the members and the subject may be re-opened at a subsequent meeting convened, on a requisition made by three members of the Committee within seven days of the communication of the original resolution.

7. Three members shall form a quorum.

8. In the absence of the President, the Vice-President shall preside, and in the absence of both President and Vice-President the members present shall elect one of themselves to preside.

9. The President of the meeting shall have a casting vote in addition to his ordinary vote when the votes of the members present are equally divided.

10. Under the direction of the Committee the Secretary shall carry on correspondence with the proper authorities on behalf of the Committee. He shall also keep a record of the proceedings of the Committee in a book kept for the purpose. The record of each meeting shall be confirmed at the subsequent meeting.

11. Subject to the approval of the District Magistrate, Committees may adopt any further rules of business that may be necessary.

12. In the case of High Schools recognised by the University of Calcutta the provisions contained in rules 1-38 of the School Code revised by the University in 1930, shall be followed in respect of aided schools instead of the foregoing rules 1-11, subject to the following conditions :—

The constitution of the Committee will require the approval of the District Magistrate in order to qualify for a grant-in-aid. The authorities of the school will apply to the District Magistrate whose duty it will be to ascertain, before giving approval, that minorities have been properly represented. The constitution of the Committee as approved in accordance with the above will be intimated to the University through the Director of Public Instruction.

In the case of boys' and girls' schools in Calcutta, the function of the District Magistrate shall be exercised by the Inspector of Schools, Presidency Division, and the Inspectress of Schools, Presidency and Burdwan Divisions, respectively.

(G. O. No. 4249, dated the 17th November 1930.)

NOTE.—The relevant rules of the Revised School Code (1930) will be found in Appendix K.

IV.—Recurring grants.

1. In respect of any school for which application is made for a recurring grant, full information must be supplied on the following points on which the grant will depend, and must be given in the prescribed form (Appendix A) :—

(*a*) The pecuniary resources, permanent and temporary, on which the school depends for support.

(*b*) The proposed monthly expenditure in detail.

(*c*) The average number of pupils under instruction.

(*d*) Class of children attending the school, together with their races and creeds.

(*e*) A rough statement of social position or calling of the parents of the pupils.

(*f*) The names and social standing of the persons who form or will form the Committee of Management, and the classes they represent.

(*g*) The class of school and course of instruction.

(*h*) The number, qualification and salaries of the teachers.

(*i*) The fees to be charged in each class.

(*j*) The amount of aid sought.

(*k*) The treasury at which the grant, if sanctioned, is to be payable.

(*l*) The existence of other schools of whatever class within a distance of four miles of the school applying for a grant. In the case of towns the four-mile limit will not be observed but in such cases information as to the neighbouring schools must be fully given.

(*m*) The nature and size of the school house and of the rooms contained in it; and also a description of the surroundings of the school. If possible a rough map of the school and its immediate surroundings should be sent in, showing whether the school has a garden or play-ground.

(*n*) The nature of the provision which has been made for the sanitary arrangements of the pupils and teachers and the sanitation of the school buildings and its compound.

(*o*) The nature of the provision which has been made for the residential accommodation of teachers and pupils and for the supervision of hostels.

(*p*) The number of classes, existing or contemplated, and the maximum number of scholars admissible in each class.

1A. Recurring grants should be distributed in accordance with the principles laid down below :—

(*a*) With a view to ensuring a reasonable scale of pay in high schools, the minimum sanctioned scale for an aided school of Rs. 540 (for 11 teachers laid down in 1925) should be insisted upon.

(*b*) No grant, existing or new, should be given to a high school whose scale of fees does not conform at least to the following scales :—

	Rs.	a.
1st and 2nd Class	3	0
3rd and 4th Class	2	8
5th and 6th Class	2	0
7th and 8th Class	1	8

Schools prepared to increase their fees beyond this rate should be liberally aided.

(*c*) No aid shall be given to any school which has not at least 150 pupils on the roll.

(*d*) No grant to a high school shall be less than Rs. 100 per month.

(*e*) When aid is given to middle schools the following conditions shall be enforced :—

(*i*) A roll number of 100 ; but in the case of middle English schools working with classes III to VI only—60.

(*ii*) The minimum monthly grant should be Rs. 50 and the maximum Rs. 80 per month. In the case of middle English schools with top four classes only Rs. 40 per month.

N.B.—Girls' middle schools are exempted from the operation of the rule fixing the maximum grant at Rs. 80 per month. In their case the ordinary limits of grant-in-aid as laid down under rule 6 of the grant-in-aid rules for schools in Chapter VIII, Section I—General, should be enforced (*vide* Government order No. 2131Edn., dated the 7th August 1939).

(iii) The following minimum fee rates should be charged :—

	Rs.	a.
Class VI	2	0
Class V	1	12
Class IV	1	8
Class III	1	0
Class II	0	12
Class I	0	8

(iv) A minimum sanctioned scale of Rs. 150 per month (in the case of middle English schools with top four classes, only Rs. 125 per month) should be insisted upon, the minimum to be raised by Inspectors when circumstances justify such increase.

(*f*) Schools of any nature which are prepared to raise additional revenues by raising fees in return for a grant-in-aid should be permitted to include in the sanctioned scale a sum to be placed monthly to reserve for any purpose approved by the Inspector, *e.g.*, building fund or the creation of a reserved fund, always provided that the Inspector is satisfied that the scale of salaries which exists in the school is in the circumstances reasonable.

(*g*) In distributing grants Inspectors shall reserve such sum as they may find necessary to help aided schools to pay the allowances of teachers deputed for training.

(*h*) In distributing grants to girls' schools Inspectresses shall make an attempt to raise fees where they are unduly low and shall to such extent as is possible give preference to schools which are prepared in return for a grant to raise additional revenue with a view to the improvement of the pay and prospects of the teachers in such schools.

1B. The Director may use his discretion to make exception to the above principles in special cases, but the reasons of making such exceptions should be reported to Government.

(G. O. No. 809 T.—Edn., dated the 14th June 1927, and G. O. No. 2347-Edn., dated the 18th August 1932.)

2. (1) The grants to aided high and middle schools and madrasahs (senior and junior) shall be payable in three instalments—the first instalment of six months' grant being payable at the beginning of June or as soon as possible after the allotments for grants for the year are placed at the disposal of the controlling officers, the second instalment of three months' grant being payable at the beginning of September and the third instalment of the balance of the grant being payable at the beginning of January.

(2) The grant-in-aid sanction shall be given in the following form :—

A grant-in-aid of Rs.———— (in words) per annum is sanctioned for ——years from 1st March 19—— for-school/madrasah at———— in the district of————on the following conditions :—

(*a*) That the income from sources other than Government shall not be less than Rs. ————a year.

(*b*) That the scale of expenditure as detailed in the schedule is maintained (a schedule of expenditure to be attached).

(*c*) That in the event of the income from non-Government sources during the whole year being less than that required under condition (*a*) a deduction of the full amount of the deficit will be made from the first instalment of the grant-in-aid for the following year.

(*d*) That in the event of the scale of expenditure detailed in the schedule furnished in terms of condition (*b*) averaged over the whole year falling short of the prescribed limit, a deduction shall be made from the first instalment payable in the following year. This deduction may be equal to the full amount of the deficit and shall in no case be less than that fraction of the deficit which is equal to the ratio of the Government grant to the approved total income.

(*e*) That all Government grant-in-aid rules are followed and a deed of acceptance in the prescribed form is given.

(*f*) That in April of each year schedules of income and expenditure in the form in Appendix C and abstract register of attendance in the form in Appendix D for the previous 12 months (April to March) shall be forwarded by the authorities of the schools/madrasahs to the officer who sanctions the grant-in-aid.

(3) The following certificate shall be issued when payment of the amount at the first instalment is authorised :—

Certified that—

(*a*) the total contribution of Rs.————from private and other sources for the year————which was required to be realised in terms of the sanction to the grant has been realised and the scale of expenditure as laid down in the memorandum of sanction has been maintained, *(save certain deviations for which proportionate deduction has been made from claim presented in this bill) ;

(*b*) at the last inspection of the institution made by————on———— the figures in the monthly abstract accounts for the preceding 12 months were verified by the actual records ;

(*c*) the deed of acceptance in the form given in Appendix H has been duly executed by the Managing Committee of the school/madrasah and is in my possession ;

(*d*) no such information involving breach of grant-in-aid rules has come to my notice either at the last inspection of the school/madrasah made by———— on———— or thereafter as would justify the withholding of the grant claimed.

(*e*) as far as can be ascertained from the statements furnished by the authorities of the institution and by such other enquiries as have been possible, the conditions attached to grant were fulfilled by the grantees during the previous year.

(4) No certificate shall be required when payment of the second or third instalment is made.

(5) Each aided high school and senior madrasah shall be inspected annually. At such inspection the account books of the institution shall be scrutinised and the accuracy of the schedules of monthly income and expenditure submitted to the Inspector of Schools verified. The Divisional Inspector shall

*(This to be crossed out when there is no deviation.)

as far as possible himself inspect every aided high school and senior madrasah once every 3 years. Other inspections shall be by the Second Inspectors, Assistant Inspectors of Schools for Muhammadan Education and District Inspectors.

(6) Each junior madrasah and middle school shall be inspected annually. At such inspection the account books shall be scrutinised and the accuracy of the schedules of monthly income and expenditure submitted in connection with the grant-in-aid of the institution to the Inspector of Schools verified. Such inspection may be carried out by the District Inspector of Schools and the Subdivisional Inspector of Schools. Every institution should, however, be inspected at least once every three years by a Second Inspector of Schools or the Assistant Inspector of Schools for Muhammadan Education.

(*Vide* G. O. No. 3927 Edn., dated the 12th December 1936, and G. O. No. 1762Edn., dated the 24th August 1940.)

3. Subject to the approval of the Director in the case of grants made to schools conducted under specific declared trusts and to the limitations imposed by these and any special rules and by budget allotments, the entire control of recurring grants is vested in the Inspector and Inspectress, but no grant should be sanctioned for a technical school without previous reference to the Director.

4. Recurring grants will be sanctioned ordinarily for a term of three years, but they will be liable to revision at any time. Notice of a proposed revision should always be given.

5. Applications for the renewal of grants will be made and dealt with in the same manner as original applications. In addition a statement should be forwarded showing the actual receipts and expenditure under each head for each of the preceding three years.

Applications for renewal of a grant must be forwarded to the sanctioning officer at least three months before the expiry of the period of the existing grant.

V.—Capital grants.

1. Capital grants comprise grants or leases of land and money grants for—

(*a*) the purchase or acquisition of land ;

(*b*) the erection, purchase or extension of buildings and the preparation of sites ;

(*c*) the execution of extensive repairs ;

(*d*) the purchase of furniture and equipment ; and

(*e*) the payment of debts in special cases.

2. A formal application must be made in all cases. This must be accompanied by an application made in accordance with the rules relating to recurring grants when the school for which a grant is sought is not in receipt of a recurring grant. An application for a repair grant must show that the necessity for such a grant has not arisen from the neglect of current repairs in previous years.

3. Subject to the approval of the Director in the case of grants made to schools conducted under specific declared trusts, to the limitations imposed by these and any special rules and by budget allotments and to the sanction

of Government in cases involving the acquisition of land, the grant of Government land or building work by the Public Works Department, applications for capital grants not exceeding Rs. 500 will be disposed of by the Inspector or the Inspectress.

4. The Director has power to sanction a capital grant not exceeding Rs. 10,000.

5. No part of the sanctioned grant will be paid until the amount to be contributed from private sources has been collected, and when land is to be acquired or when building work is to be done by the Public Works Department, deposited in the treasury.

NOTE.—The provisions of the Land Acquisition Act do not authorise the acquisition of land for private persons or managing committees of schools, in cases in which it is proposed to meet the whole of the cost of the acquisition of land for school purposes from the funds of such persons or committees, unless they constitute companies within the meaning of section 3(*c*) of the Land Acquisition Act. But in cases in which Government makes a capital grant for the payment of the whole or a part of the cost of such acquisition proceedings may be instituted under the Land Acquisition Act.

6. Government land and land acquired for a school under the Land Acquisition Act shall be made over to the school authority by a license in the form in Appendix E. Any important modifications in this form require the sanction of Government.

(G. O. No. 2414 Edn., dated the 25th August 1932.)

6A. When an application is made for the acquisition of land or the grant of Government land, the Collector will be asked to prepare a preliminary estimate of cost and draft declaration or a valuation, as the case may be. The estimate and draft declaration will be countersigned and returned to the Inspector or Inspectress for submission with the complete statement of the proposals, including plans and estimates of buildings to be erected. Proposals for the transfer of Government land will be submitted by the District Magistrate to the Commissioner, and the Commissioner will forward them to Government through the Director of Public Instruction, at the same time sending a copy to the Inspector or Inspectress; the Director of Public Instruction will submit them to Government with his final recommendations on the project as a whole. When the amount of the grant does not exceed the limit of the Director's sanction and the sanction of Government is required only to the acquisition or transfer, it will be sufficient to state that the grant has been sanctioned under the rules, except when the value of the land to be transferred exceeds Rs. 1,000; in such cases the sanction of the Government of India is required and full details of the projects must be submitted. Government land and land acquired for a school under the Land Acquisition Act shall be made over to the school authority by a license in the form in Appendix E. Any important modifications in this form require the sanction of Government.

7. The work of construction of a new building, improvement and extensive repairs of the existing buildings and preparation or improvement of the school sites may be done either by the Public Works Department or by the authorities of the school concerned, or by contractors appointed by them, using the local materials most suited for the purpose.

The plans and estimates of all building works for which a grant is sought or which are to be carried out on a site in which Government have an interest must be approved by the Public Works Department and the Director of Public Health and the following procedure will be observed :—

(*a*) In the case of original or other works, which are to be carried out by the Public Works Department, the Inspector or the Inspectress of schools as

the case may be, will first determine, in consultation with the authorities of the school, what buildings or other works are required. He or she will then ask the Executive Engineer of the division for a rough line plan and an approximate estimate. The plan will be sent direct by the Inspector or the Inspectress of Schools to the Director of Public Health for criticism, and after its approval by that officer, the Inspector or the Inspectress of Schools will ascertain whether there is a reasonable prospect of the required grant being given in the near future. If this be the case, the Inspector or the Inspectress of Schools will call for detailed plans and estimates from the Executive Engineer, when the estimate does not exceed Rs. 10,000, and from the Superintending Engineer, when the estimates exceeds Rs. 10,000 but does not exceed Rs. 50,000. After receipt of the detailed plans and estimates, the Inspector or the Inspectress of Schools will take action to finance the project.

(*b*) In the case of original or other works, which are to be carried out by the authorities of the school or by contractors appointed by them, the plans and estimates will be prepared by the authorities of the school and submitted by them to the Inspector or the Inspectress of Schools as the case may be, with their application for the grant required for the purpose. The Inspector or the Inspectress of Schools will forward the plans to the Director of Public Health for criticism, and after approval of the plans by that officer, the plans and estimates will then be forwarded to the Executive Engineer of the division, when the estimated cost of the project does not exceed Rs. 10,000 and to the Superintending Engineer, when the estimate exceeds Rs. 10,000 but does not exceed Rs. 50,000 for examination. After general approval of the plans and estimates by the Public Works Department, the Inspector or the Inspectress of Schools will take action to finance the scheme.

(*c*) In the case of extensive repairs to the existing buildings of the school to be done by the Public Works Department or by the authorities of the school, the estimate should be prepared after a joint inspection of the buildings by the Inspector or the Inspectress of Schools, as the case may be, and by an Executive Engineer or Subdivisional Officer of the Public Works Department, and a certificate should be endorsed by an officer of the Public Works Department on the estimate that the necessity for such an extensive repair has not arisen from the neglect of the current repairs in the previous years by the authorities of the school.

8. The execution of the work by the Public Works Department will be carried out in accordance with the rules relating to contribution works. In other cases the function of the Public Works Department will be restricted to general scrutiny of the plans and estimates submitted by the authorities of the school to see if there are any serious structural defects, to giving a rough indication as to the period during which the buildings are expected to last, provided they received adequate maintenance and attention to an inspection of the work before payment of the second and the third or final instalment of the Government grant, and to certifying as far as possible from an examination at that stage, that the work has been executed in accordance with the plans and estimates approved for the purposes and that the value of the work done is not less than what is demanded for payment of the second or the third or the final instalment of the Government grant, as specified in rules 9 and 10 of this section.

(G. O. No. 1390 Edn., dated the 19th April 1934.)

9. Application having been made in the form specified in Appendix F, grants for the erection, extension or repair of buildings when the work is not done by the Public Works Department will be paid out as follows on receipt of an undertaking from the managing committee of the school in the form in Appendix J:—

Half the grant will be paid at once. One quarter of the grant will be paid on the requisition of the school authority signed by an officer deputed by the Executive Engineer when approximately half the work is completed. Before the remaining quarter of the grant is paid, the officer deputed by the Executive Engineer shall certify (in the form given in Appendix G) that the work has been completed in accordance with the approved plans and estimates, and that the building is worth the amount on which the grant was claimed. Should the amount of the undertaking fall short of the estimate, the grant may be curtailed by the amount by which it falls short.

10. Grants for the preparation of sites will be paid out in the same way as building grants.

11. Grants for the purchase of furniture and equipment will be paid out on the receipt of vouchers duly receipted and of a deed of acceptance in the form in Appendix I.

12. Grants for the payment of debts require the sanction of the Director.

APPENDIX A.

Application for grant-in-aid for the school at in thana district.

Names of members who form or will form the Committee of Management.	Residence.	Occupation and social standing.

Opinions of Executive officers—

.....

Opinions of Inspecting officers and final orders—

.....

APPENDIX A.

Present and proposed constitution of the school.

	No. in class on date of application.	Average number of pupils. During the last twelve months.	Average number of pupils. Expected.	Fees. Charged in each class.	Fees. To be charged in future.	Fee income. Average during the last twelve months.	Fee income. Anticipated in future.	Charge or rate of expenditure, monthly. Present. Establishment.	Present. Qualification.	Proposed. Qualification.	Average charges incurred during last twelve months.	Proposed charges.	Remarks.
				Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	1st Teacher ..			Rs.	Rs.	
								2nd ,, ..					
Class X								3rd ,, ..					
,, IX								4th ,, ..					
,, VIII								5th ,, ..					
,, VII								6th ,, ..					
,, VI								7th ,, ..					
,, V								8th ,, ..					
,, IV								9th ,, ..					
,, III								Head Pandit ..					
,, II								2nd ,, ..					
,, I								Head Maulvi ..					
Infants ..								Servants ..					
								Prizes ..					
								Library ..					
								Provident Fund					
								Contingencies					
								Sinking Fund					

Monthly receipts. Average for last twelve months.	Rs.	a.	p.	Estimated in future. Rs.	a.	p.
From private sources ..						
Fees						
Subscriptions and donations.						
Endowments ..						
Total ..						
From public sources.						
Government grant-in-aid						
District Board grant ..						
Municipal grant (if any)						
Grand Total ..						

Name of treasury at which the grant is to be payable—

Number and date of orders sanctioning the existing grant (if any)—

Surplus balance at credit of the school Rs.

Existence of other schools within a distance of four miles—

APPENDIX A.

Information required under section IV of the grant-in-aid rules for schools—

(*a*) " Class of children attending school, together with their races and creeds."

(*b*) " A rough statement of social position or calling of the parents of the pupils."

(*c*) " The nature and size of the school-house and of the rooms contained in it, and also a description of the surroundings of the school. If possible, a rough map of the school and its immediate surroundings should be sent in showing whether the school has a garden or play-ground.".

(*d*) " The nature of the provision which has been made for the sanitary arrangements of the pupils and teachers and the sanitation of the school buildings and its compound."

(*e*) " The nature of the provision which has been made forthe residential accommodation of teachers and pupils and for the supervision of hostels."

No.

Secretary.

The.....19....

APPENDIX S.

.....School at.....in district.....

Monthly ending.....*19*....

Bill for grant-in-aid.

The Secretary of State in Council for India .. .. *Dr.*

	Rs.	a.	p.		
To the grant-in-aid for the month ending ..				*See* order of dated the	No. 19

Payable at the.....Treasury.

.....

Secretary of the School Managing Committee.

The.....*19*....

.....

Passed for Rs.....

.....

Inspector/Inspectress of Schools.

.....*Division.*

The.....*19*....

APPENDIX C.

Monthly abstract account.

.....School at....., District.....

For the month of.....19....

Receipts.

	Rs.	a.	p.	Rs.	a.	p.
Balance of previous account						
Fees and fines received during the month ..						
Subscriptions and donations received during the month						
Received from other local sources during the month						
Government grant received during the month (for——————).						
District Board grant received during the month (for——————).						
Municipal grant received during the month (for——————).						
Special grant received during the month (on account of——————).						
Advance from Secretary during the month ..						
Total of actual receipts during the month ..						

Disbursements.

	I.—Monthly charges specified in the grant.			II.—Charges falling due in the month.			III.—Amount actually paid during the month.			Explanation of difference between columns I and II.
	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	
Master (each Master to be mentioned separately).										
Servants—number										
Contingencies ..										
Total ..										
Add—Outstanding dues (if any) from last account.										
Total ..				A*			B*			*Outstanding dues (if any) from present account, namely? the difference between A and B. Rs. Paid on
Expenditure from special grants										
Refund of Secretary's advance (*see* account for)										
Total of actual payments during the month ..										
Balance in hand on the last day of the month ..										
Total ..										*Secretary.*

APPENDIX C.

I declare that all the amounts mentioned in this account, as received and paid during the month have actually been so received and paid.

Examined.

Dated.....

.....

Secretary.

.....

Head Master.

The.....*19*....

NOTE.—1. This account is to be for the month preceding that for which the accompanying grant-in-aid bill is drawn.

NOTE 2.—It is to be an abstract of the actual receipts and disbursements during the month as entered in the cash account book.

NOTE 3.—The Secretary will send this account in duplicate, if required, to do so by the Inspector.

NOTE 4.—If the declaration at the foot of this account is falsely signed, the Secretary is hereby rendered liable to all the penalties of clause 415 of the Penal Code.

APPENDIX D.

Abstract register of attendance.

.....School at....., District.....

For the month of.....*19*....

Class.	Number on the roll.	Average number present daily during the month.	Rate of schooling fee.	Amount of schooling fee due for the month.	Admission fees and fines.	Outstanding for previous months.	Total.	Amount collected during the month.	Amount outstanding.	Remarks.
			Rs. a. p.	Rs. a. p.	Rs.	Rs. a. p.	a. p.	Rs.	Rs.	

Hindus.....

Muhammadans .....

Others .....

Percentage of attendance during the month.....

Number of working days in the month of.....

Number of pupils learning—

English .....

Bengali .....

Persian, etc. .....

Secretary.

APPENDIX E.

Form of license granting use of Government land to a school authority.

[Approved in G. O. No. 1404 Edn., dated the 23rd August, 1919.]

THIS INDENTURE made the day of BETWEEN THE SECRETARY OF STATE FOR INDIA IN COUNCIL (hereinafter called the Secretary of State, which term shall include his successors and assigns) of the one part and

the members of the Managing Committee of

(hereinafter called the Managing Committee, which term shall include the said persons and such other persons as shall from time to time be appointed members of such Managing Committee) of the other part.

This Indenture witnesseth that the Secretary of State doth hereby grant to the Managing Committee exclusive leave and license until such license shall be determined in manner hereinafter mentioned to enter upon, occupy and use for the purpose of . the land specified in the schedule and delineated in the plan hereunto annexed subject to the conditions following, that is to say :—

(1) Save as the Local Government shall from time to time permit the said land shall be used solely for the purposes of the said school.

(2) The school shall be governed by a Managing Committee which shall be constituted in accordance with the rules and regulations of the Education Department of Bengal for the time being in force governing schools in receipt of grants-in-aid.

(3) The Managing Committee shall forthwith erect or cause to be erected the buildings of which signed plans and estimates are appended to this Indenture and shall complete the same in accordance therewith to the satisfaction of the Executive Engineer of by the day of .

(4) The Managing Committee shall, during the continuation of the license hereby granted, pay or cause to be paid all rates and taxes and other outgoings which are now or may hereafter be charged, levied or imposed upon or in respect of the said premises by Government or any local authority whether the same be payable by owner or occupier.

(5) The Managing Committee shall keep and maintain the buildings and premises thereon in good repair and condition to the satisfaction of the local Government.

(6) No buildings shall at any time be erected on the said premises, nor any alteration or addition made to the existing or to any future buildings without the previous consent in writing of the Local Government.

(7) Neither the Managing Committee nor any member thereof shall derive any pecuniary return or benefit from the use of the said land or any part thereof save for the purposes of the said school.

(8) The Managing Committee shall not transfer or assign this license or the benefit thereof or execute any instrument purporting to do so.

(9) The said school and premises shall be open to inspection at all reasonable times by the Director of Public Instruction, Bengal, or any officer deputed by him, by the inspecting officer who may inspect Government schools of the same class and by the Commissioner of the Division, District Magistrate and Subdivisional Officer.

(10) The said school shall be managed as regards control, maintenance, staff, salaries, fees, free-studentships, curriculum, discipline, residential arrangements and in all other respects in accordance with the rules and regulations of the Education Department of Bengal for the time being in force governing schools in the receipt of grants-in-aid and to the satisfaction of the Local Government.

(11) The Managing Committee shall, unless the said school is already recognized, within one year of the execution of this Indenture, cause or procure the said school to be recognized by the University of Calcutta or any University having jurisdiction over Bengal which may hereafter be established by law and shall continue to have the school so recognized.

(12) In the event of the land being at any time required for a purpose declared by the Local Government to be a public purpose then on giving to the Managing Committee six months' notice in writing and in the event of the breach, non-performance or non-observance of any of the foregoing conditions then and in any such case without notice the Secretary of State shall, on the expiration of such notice or immediately, as the case may be, be entitled to revoke and determine the license hereby granted and re-enter upon the said land and thereupon the Managing Committee shall be bound to give him or any officer authorized in his behalf quiet and peaceable possession of the said land and of all buildings erected thereon and of all the school furniture and equipment and to repay to the Secretary of State any sums which have been granted for the erection of buildings or for the purchase of furniture and equipment less a deduction of 5 per cent. per annum for each year that has elapsed since the date on which the sums were paid :

Provided that the Managing Committee shall be entitled to compensation for all buildings erected upon the land and for all the furniture and equipment of the said school the amount of such compensation to be fixed by and in accordance with an estimate made by the Executive Engineer of at the time of the determination of the said license and not to exceed the cost of the said buildings, furniture and equipment or the value thereof at the time of such determination whichever shall be less :

Provided always that in the case of any such breach, non-performance or non-observance of any of the said conditions, the omission by the Secretary of State thereupon to enforce the provisions of this clause shall not prejudice or affect his right to enforce such provisions thereafter in respect of any subsequent or continuing occasion.

(13) Upon any appointment of a person as member of the Managing Committee in the place of any of the parties hereto of the second part such person shall forthwith inform the Magistrate of on behalf of the Secretary of State in writing of his appointment and shall agree to observe and perform the said conditions and to be bound thereby as if he had been a party hereto and if such appointment be approved by the said District Magistrate this license shall continue in force as if such person had originally been a party and in case of failure of such person to make such agreement as aforesaid within one month after appointment he shall not be entitled to any benefit under this license and in the event of there being no person appointed who shall be approved by the District

Magistrate and who shall have made such agreement as aforesaid the Secretary of State may enforce all or any of the provisions aforesaid as in case of the breach of the said conditions.

(14) In the event of the Secretary of State (acting through the Director of Public Instruction) and the Managing Committee being unable to agree as to whether there has been any such breach, non-observance or non-performance of any condition as aforesaid or if any other dispute or difference shall arise touching the effect or construction of these presents or the matters herein contained, the matter in dispute shall be referred to the Local Government whose decision shall be final in every case.

IN WITNESS whereof the said parties hereto have hereunto set their hands and seals the day and year first above written.

SIGNED, SEALED AND DELIVERED by Magistrate of the district of for and on behalf of the Government of Bengal acting in the premises for and on behalf of the Secretary of State for India in Council in the presence of

SIGNED, SEALED AND DELIVERED by the abovenamed in the presence of

APPENDIX F.

Form for drawing capital grants.

Government of Bengal.	Bill for capital grants.							
Head of service.	31—Education—Capital grant for—							
Name of institution.	Nature of grant.	Date of commencement of work.	Date of completion of work.	Amount contributed by the school authority up to date.			Amount of Government grant.			Authority.	Remarks.
1	2	3	4	5			6			7	8
				Rs.	A.	P.	Rs.	A.	P.		

Certificate and declaration.—On behalf of the School authority I hereby certify that the work, for which the grant is herein claimed, will be completed according to the plan and estimate approved in the order sanctioning the grant.

Secretary.

N.B.—If completion certificate has been furnished, it should be attached to the bill. If the grant is not one for building work or the preparation of a site, the necessary vouchers should be attached to the bill.

Station

Pay rupees

Date

Treasury Accountant.

Countersigned.

Treasury Officer.

Date

Inspector/Inspectress.

Received the amount, viz., Rs.

Secretary.

Date

APPENDIX G.

Form of completion certificate.

[Approved in G. O. No. 408 Edn., dated the 25th February, 1918.]

[*Name or nature of work.*]

Certified that the above work, which has been inspected by me personally, has been carried out according to the approved plan and estimate in a satisfactory manner, with the following exceptions :—

(Here enter items of deviation with particulars as to dimensions and cost) ; that the deviations are not of such a nature as to affect the stability or the suitability of the buildings, and that in my opinion the deviations would have resulted in a saving/an excess cost of Rupees under/above the sanctioned estimate.

Station

Date

Signature.....

Designation of officer.....

Countersigned.

Date

Inspector/Inspectress.

APPENDIX H.

Acceptance of Grant-in-Aid.

[RECURRING.]

(To be drawn up on twelve annas stamped paper.)

COMMITTEE.

Members.

We, whose names are entered in the margin, hereby accept the Government grant of Rupees sanctioned by the Director of Public Instruction for the Class School at

on the conditions set forth in his Memorandum No. , dated

Member & Secretary

and in consideration of such grant we jointly and severally agree to be responsible for the proper management of the school and the due application of its funds until we shall have severally notified our retirement from the Committee of Management either to the Inspector personally or by a registered letter addressed to him through the Post.

(Here Signatures.)

APPENDIX I.

From of Acceptance of Cash Capital Grants.

[FURNITURE AND EQUIPMENT.]

WHEREAS a special grant of Rs. (Rupees) only has been sanctioned by Government (or the Director of Public Instruction, Bengal) for the College/School at in the district of for the express purpose and subject to the execution of the joint and several agreement and undertaking by the members of the Governing Body of the said College/School hereafter contained *now therefore* in consideration of such grant, we the undersigned, whose names are entered in the margin hereof, being the members of the Governing Body of the said College/School hereby jointly and severally and with intent (so far as may be) to bind our successors in office and assigns agree and undertake to be responsible for the proper utilisation of the grant for the purpose for which it is sanctioned and also undertake to be responsible for the maintenance of the furniture and equipment covered by the grant in good and substantial repair.

Margin.

(G. O. No. 2261Edn., dated the 15th July 1936.)

We also undertake to refund the amount of the grant made if the school ceases to exist within three years from the date of payment.

(G. O. No. 169 Edn., dated the 12th January 1937.)

APPENDIX J.

Acceptance of Capital Grants.

[BUILDINGS.]

WHEREAS a special grant of Rs. (Rupees only) has been sanctioned by Government (or the Director of Public Instruction, Bengal) for the College/School at in the district of for the express purpose of and subject to the execution of the joint and several agreement and undertaking by the members of the Governing Body of the said College/School hereinafter contained *now therefore* in consideration of such grant, we the undersigned whose names are entered in the margin hereof, being the members of the Governing Body of the said College/School hereby jointly and severally and with intent (so far as may be) to bind our successors in office and assigns agree and undertake to be responsible for the proper utilisation for the purpose of the College/School of the buildings for which the said grant has been sanctioned and for the maintenance of the said buildings in good and substantial repair.

We also agree and undertake that, in the event of the said College/School being at any time hereafter abolished or abandoned Government shall receive out of any balance at credit of the College/School at the time of its abolition or abandonment and from the sale proceeds of the College/School buildings the amount of the said grant less a sum equal to 1/20th thereof for each completed year between the date of such grant and the date of which the said College/School shall cease to exist by reason of abolition or abandonment or otherwise howsoever.

Margin.

(G. O. No. 578 Edn., dated the 21st February 1936.)

APPENDIX K.

The Revised School Code, 1930.

[Issued by the University of Calcutta.]

RULES FOR MANAGEMENT OF NON-GOVERNMENT HIGH SCHOOLS INCLUDING AIDED SCHOOLS.

The Committee.

1. **Definition.**—The word "Committee" in the following rules means Executive or Managing Committee or Governing Body of a school.

2. A Register of eligible voters for the constitution of the Managing Committee shall be prepared by the Head Master of every school in consultation with the Committee and shall be revised annually with such

consultation as aforesaid. The Register will be provisionally closed on the 15th of February. It will be open to public inspection from the date and will be finally closed on the last day of February with necessary revision in each year in which an election to the Committee hereinafter constituted takes place. After the election has taken place the Register will be re-opened for fresh entries.

3. (*i*) All guardians, whose names are entered as such in the Admission Register, (*ii*) Founders of a school, (*iii*) Donors paying a donation of at least Rs. 300 in the course of a year, or an annual subscription of Rs. 25 at least, and (*iv*) such benefactors and persons belonging to the locality interested in education as may from time to time be approved by the Committee, their number not exceeding one-fifth of the number of guardians referred to in (*i*) above, shall be entered in the Register.

In the case of aided schools such supplementary rules of election may be prescribed by the Director of Public Instruction as will ensure the proper representation of all important interests connected with the school.

N. B.—A teacher who is also a guardian shall be entited to have his name registered but he shall not be eligible for election to any of the vacancies to be filled up under the provisions of clause 4.

4. The body thus formed shall elect from among themselves to the Committee not more than nine members. Of these three at least shall be guardians, and at least one shall be a donor or benefactor, or founder or person belonging to the locality interested in education and one medical practitioner, if there be a qualified member of the profession in the locality.

If a donor has paid not less than Rs. 10,000 or its equivalent to the school, he shall be a Life Member of the Committee or shall have the right of nominating a person as a member of the Committee and the number to be elected shall be reduced accordingly.

In the case of aided schools, one member of the Committee shall be nominated by the Education Department, such member being regarded as holding the qualifications of a donor for the purpose of the second paragraph of this clause.

5. The members of the teaching staff shall elect two members from amongst themselves to the Committee.

The Head Master shall be an *ex-officio* member.

6. The constitution of the Committees of all schools shall be subject to the approval of the Syndicate which retains the power, in special cases, or classes of cases, to approve of Committees efficiently discharging their duties, although not constituted in accordance with these rules.

In the case of aided schools the constitution of the Managing Committees will be forwarded to the University through the Director of Public Instruction whose observations on the personnel will be considered by the Syndicate before approving of the Committee.

7. The Secretary shall, before the 15th March, in the year in which election to the Committee takes place, convene a meeting at not less than 7 clear days' notice of those whose names are borne on the Register mentioned above for the purpose of electing the persons set out in clause 4.

8. The Committee should ordinarily not exceed 12 members, as specified above, including the President, Vice-President, if any, and the Secretary of the

Committee who shall be elected by the members of the Committee ordinarily from among themselves. If the Head Master is not elected Secretary, he shall be Assistant Secretary.

Six members shall ordinarily form a quorum, when the number is ten to twelve, and five when the number is nine or less.

9. Casual vacancies occurring in the course of the year shall be filled up by co-option but the member so co-opted shall represent the interest in respect of which the vacancy occurs and shall hold office only up to the next election. If any member of the Committee ceases at any time to fulfil the qualifications in respect of which he was elected, a vacancy shall be automatically created which shall be filled by co-option as provided in the rules, except in the case of teachers' representatives who shall be elected in a fresh election.

10. The members of the Committee other than the Head Master shall hold office for three years. But such members shall be eligible for re-election.

11. Any member of the Committee absenting himself from four consecutive meetings shall automatically vacate his membership unless the Committee otherwise directs. The vacancy shall be filled as provided in clause 9.

12. The Committee shall annually appoint an Auditor, not being a member of the Committee or in their employ, who shall examine the school accounts of the year and submit his report to the Committee on or before the 31st March—a copy to be forwarded to the University.

13. A meeting of the Committee shall be called by the Secretary at least once in every two months except during the vacation. Not less than seven days' notice of the meeting shall ordinarily be given.

14. A special meeting shall be convened by the Secretary within a fortnight when a requisition for such a meeting is made by not less than four members of the Committee. Not less than seven days' notice of such meeting shall be given.

15. If on receipt of a requisition signed by not less than four members of the Committee the Secretary fails to convene a special meeting, the matter shall be referred to the President who shall convene the meeting. In the event of the President failing to convene the meeting within 10 days after reference to him, the requisitionists shall have power to convene the meeting after giving seven days' notice.

16. Emergency meetings may be convened by the President, if necessary, at not less than twenty-four hours' notice. All resolutions passed at special emergency meetings shall be subject to confirmation or revision at the next Ordinary meeting.

17. All meetings shall be held in the school premises, except in such cases as the Committee may decide to the contrary.

18. The notice of each meeting shall set forth the business to be transacted at the meeting and no business other than that so stated shall be transacted except with the consent of three-fourths of the members present provided that no matter involving the appointment or dismissal of a teacher shall be taken up unless the matter has been placed on the agenda of the meeting issued with the notice.

19. In the absence of the President, the Vice-President will preside and in the absence of the President and Vice-President, the members present shall elect one of themselves to preside.

20. The President of the meeting shall have a casting vote in addition to his ordinary vote when the votes of the members present are equally divided.

21. The Auditor's annual report on the schools account shall be taken into consideration at the first Ordinary meeting following its receipt.

22. Under the direction of the Committee the Secretary shall carry on correspondence with the proper authorities on behalf of the Committee.

He shall also keep a record of the proceedings of the Committee in a book, kept for the purpose. The record of each meeting shall be confirmed at the subsequent meeting.

23. If the Secretary fails to attend a meeting for more than four months a fresh appointment may be made for the unexpired period of the office or for the period of absence, as the Committee may decide. In the temporary absence of the Secretary, the President may convene a meeting.

24. The Secretary shall be in charge of the invested funds, title-deeds and other legal documents belonging to the schools, but all papers relating to the schools in the shape of accounts and records shall be available at any time for inspection after due notice by members of the Committee, or any authority authorised by the University or the Committee. In all Calcutta schools and in all schools in the mofusil with *pucca* buildings, all papers, documents, and accounts shall be kept in schools premises.

In the case of aided schools all papers and records, referred to above, shall also be similarly available for inspection by the officers of the Education Department or any other person duly authorised for the purpose by Government.

25. The Committee shall have the power of appointing and removing teachers, deciding promotion and increments, granting leave, and free-studentships, managing schools, funds, framing the Annual Reports, dealing with all schemes of development and such other matters as are brought before them for consideration. Free-studentships shall ordinarily be given on the recommendation of the Head Master.

In the case of aided schools, the powers of the Committee of appointing and removing teachers, deciding promotions and increments, shall be exercised, subject to the approval of the Inspector or Inspectress of Schools. On appointing a teacher, the Committee shall not issue an appointment letter until the Inspector or Inspectress has approved of the appointment. The power under this clause to grant leave and award free-studentships shall also be exercised in accordance with the rules of the Department.

Leave.

26. **Causal Leave.**—Casual leave shall not exceed fifteen working days in a year. The Head Master shall be the final authority in the matter of granting causal leave. Casual leave shall not exceed seven days at a time.

27. Casual leave shall not be affixed or preffixed to any vacation. A teacher shall be entitled to full pay during casual leave.

28. **Sick Leave.**—Medical leave may be granted to a teacher by the Committee on the production of a medical certificate, or such other evidence as the Committee deem satisfactory on such allowance as the Committee shall direct.

29. **Leave with or without pay.**—A teacher may be granted leave by the Committee with or without pay to the extent of one month for each year of his service.

30. **Special Leave.**—Special leave may be granted by the Committee at their discretion on such terms as they may think fit.

31. A Leave Register shall be maintained by the Head Master.

Appointment of Teachers.

32. Each teacher shall be given an appointment letter.* He may be appointed on probation for six months. He shall subsequently enter into a permanent engagement with the Committee. During the first two years of this period the teacher shall not be entitled to resign except on the ground of continued ill-health nor shall the Committee have the power to dispense with his services except on the grounds of moral turpitude or professional misconduct or continued inability to perform his duties. After the expiry of this period of two years the services of the teacher may be terminated on either side by one calendar month's notice on sufficient and satisfactory grounds. It shall be a sufficient and satisfactory ground for discharge after due notice if a school finds it necessary to reduce the staff on account of loss of income or to raise the pay of a post with a view to attract a better qualified teacher ;

Provided that—

(*i*) Whether in a particular case the grounds of such discharge are sufficient and satisfactory or not will be decided, on a consideratioon of the actual facts of the case, by the Arbitration Board, if the aggrieved teacher appeals to it ; and

(*ii*) Where a teacher's services are thus dispensed with, he will be entitled to a gratuity not exceeding one month's salary for each completed year of service, less the amount which the school may have contributed to his provident fund and the interest accrued thereon. The amount of the gratuity will be fixed by the Arbitration Board if the teacher and the school authorities concerned cannot come to an agreement on the point.

Teachers who have been in the service of a school for at least a period of two years at the date of the introduction of this rule shall be deemed permanent teachers within the meaning of this rule.

Temporary teachers appointed for a month or more should also be given letters of appointment, specifying the periods, terms and conditions of their appointments.

The appointment letter may contain a provision for the termination of the appointment on recognition of a school ceasing or being withdrawn.

33. A teacher may be suspended by the Committee on grounds of moral turpitude or professional misconduct. In cases where dismissal is subsequently

*The Syndicate issued a circular to the schools on the 2nd September 1929 that every teacher entitled to an appointment letter on the 1st December 1929, must receive an appointment letter on or before the 1st January 1930.

decided upon, the order shall not take effect until the time for appeal to the Arbitration Board has expired and that tribunal has given its decision.

In the case of Aided Schools, suspensoion on the ground of moral turpitude or professional misconduct shall take effect without delay if the Committee so desires or the Inspector or Inspectress of Schools so directs.

34. **Vacancies.**—Posts carrying a monthly salary of rupees fifty or upwards shall ordinarily be advertised in the newspapers.

Head Master's Functions.

35. The Head Master shall prepare the annual list of holidays in consultation with the Committee. The number of holidays shall not exceed that sanctioned from time to time by the University. The Head Master, in consultation with the Secretary, may also grant holiday on special occasions.

In the case of Aided Schools, the number of holidays shall not exceed the number fixed by the Department, subject to the maximum prescribed by the University. Special holidays shall not exceed 4 in number without the consent of the Inspector of Schools.

36. The conduct of current business of the school, such as arrangement of classes, time-table, examinations, class promotions, selection of candidates for the Matriculation Examination and all matters relating to school discipline and teaching shall be left entirely to the Head Master, provided that in all cases of rustication or expulsion, the decision of the Head Master shall require the approval of the Committee. The selection of text-books shall be made by the Head Master with the approval of the Committee. In all matters where the Head Master is overruled by the Committee the decision and the reasons therefor shall be recorded in the proceedings.

In the case of Aided Schools, the powers and duties conferred on the Head Masters or Committees of Schools shall be exercised, subject to the general power of the Education Department to make such direction regarding their exercise as will ensure the efficiency of the school and the proper utilisation of the Government Grant ;

Always provided that the following conditions are as far as possible observed.

(*a*) Arrangement of classes, time-table, examinations, class promotions and selection of candidates for the Matriculation Examination shall be left entirely in the hands of the Head Master.

(*b*) In all disciplinary action of a lighter nature than expulsion or rustication, the Head Master shall be the final authority, it being open to the Head Master to report any serious case to the Committee.

(*c*) Orders in rustication and expulsion cases, unless confirmed by the Director of Public Instruction, and notified to other schools under his control, shall apply to the school in question only.

(*d*) The selection of text-books should be made by the Head Master with the approval of the Managing Committee from the list of books approved by the Central Text-Book Committee.

(*e*) In all matters where the Head Master is overruled either by the Committee or the Inspector of Schools, the decision and the reason therefor shall be recorded.

37. The Head Master's opinion shall be recorded in writing in all cases of appointment, promotion and removal of the members of the teaching staff.

38. There shall be a Council of Teachers in every school, of which all teachers shall be entitled to be members. The Head Master shall consult the Council in all important matters in which he considers consultation is necessary.

CHAPTER IX.—HOSTELS AND MESSES.

Section I.—General Rules relating to School and College Hostels and Messes.

Application of the rules.—The rules for college hostels and messes will be found in Chapter XXIV of the Regulations of the University of Calcutta, 1927, and, as regards Intermediate Colleges in the Dacca Univercity area, in Chapter VI of the Regulations of the Board of Intermediate and Secondary Education, Dacca. The rules in this section, in so far as they relate to college hostels and messes, and those in section II, are supplementary to the Regulations of the University of Calcutta or of the Board. The rules in this section are also applicable to all hostels and messes connected with Government or aided schools.

2. **Residence and control of students.**—All students are required to reside under one or other of the following conditions :—

(Director of Public Instruction's circular No. 193, dated the 14th February 1912.)

(1) With parents.

(2) Under the care of duly recognised guardian (*vide* Note under rule 7).

(3) In a hostel approved by the Department.

(4) In a mess approved by the Department.

NOTE.—A Muhammadan student appointed as Imam to a mosque may, with the consent of the head of the educational institution to which he belongs, live in that mosque.

3. Students not living under one of these conditions shall be liable to removal from the institution attended, and the cause of such removal will be notified in the withdrawal certificate given to the student.

(Director of Public Instruction's circular No. 192, dated the 14th February 1912).

4. Students living in hostels or messes will be considered to be under the direct control and supervision of the heads of the institutions to which the hostels or messes are attached, not only during college or school hours but also at all other times during the college or school terms. The members of a hostel or mess must be *bona fide* students of colleges or schools.

(Director of Public Instruction's circular No. 193, dated the 14th February 1912.)

5. The names of all students residing in a hostel or mess should be entered in an Attendance Register, and the rolls must be called twice a day at stated hours. Boarders found absent without satisfactory cause should be reported to the Principal or Head Master of the institution to which they belong, and for the third offence of the kind during the same term [of 12 months] they may be expelled from the hostel or mess.

(Director of Public Instruction's circular No. 193, dated the 14th February 1912.)

6. **Admission to hostels or messes.**—Application for admission to a hostel or mess should be made—

(*a*) for colleges, to the Principal in the case of a collegiate hostel, and to the hostel authority, in the case of a non-collegiate hostel; and

(*b*) for schools, to the Head Master in the case of a Government hostel and to the hostel authority in the case of a privately managed hostel.

7. In both cases, the application shall be in writing and, in the former, it should be made by the student on a date notified by the Principal or hostel authority, and should state the name of the hostel or hostels, if any, in which the students had previously resided. In the latter case, i.e., of schools, the application shall be made by the parent or guardian of the pupil, and should be accompanied by a certificate of good conduct from the last hostel, if any, in which the pupil resided.

NOTE.—(1) For the purpose of this rule and other rules in this Chapter the term "guardian" means a parent or other legal guardian, but where a arent or other legal guardian is not resident in the place where a pupil is reading, some other person may be appointed by letter by the parent or legal guardian or by the nearest living relative of a pupil to act in *loco parentis*, provided that no person may be accepted as a guardian who is not fitted by age and responsibility to be entrusted with such guardianship.

In the case of a student residing in a private family as a tutor, the head of the family shall be considered to be the guardian for the purposes of these rules.

(2) Should a pupil transfer his residence from the house of his guardian to any other place he is bound to report this change to the head of the institution. The latter will approve the new guardian and require him to produce credentials from the parent, etc. Failure to report such a change may be punished with rustication for a year or till the end of the session, resulting in the offender's detention in his class.

8. The Principal, Head Master or hostel authority, as the case may be, may refuse the admission of any applicant without assigning reasons.

9. No boarder may be admitted to a hostel unless he is a student of a recognised institution. In the case of a hostel attached specially to a single college or school, no boarder may be admitted who is not a pupil of that particular institution.

10. No boarder will be formally admitted to a hostel until he has paid the caution money prescribed (*vide* rule 32).

11. **Management.**—Each Government or aided hostel or mess must be under the management of a hostel authority. In the case of a hostel attached to a college or school, the hostel authority shall be identical with the Governing Body or Managing Committee of the institution in question, and, subject to the general control of such hostel authority, the discipline of the hostel shall rest with the Principal or Head Master. When a hostel is not attached to a school or college, the hostel authority shall be such as is approved by the Director of Public Instruction, Bengal.

12. **Superintendence.**—Every Government or aided hostel or mess must be under the immediate charge of a Superintendent, who will be responsible for the maintenance of good order and whose duty it will be to help the Principal or Head Master, as the case may be, in every matter connected with the morality and discipline of the persons living in the hostel or mess and to report any serious breaches in such matters to the authorities of the institution. Ordinarily the Superintendent will be a member of the staff of the institution, to which the hostel is attached, but in the case of non-Government hostels or messes it is permissible for persons other than teachers to be appointed Superintendnts. An Assistant Superintendent should be appointed in school hostels if the number

of boarders exceeds 30 and in College hostels if the number of boarders exceeds 50. The Superintendent and Assistant Superintendent should remain in residence during the whole year, unless exempted by the Director or other competent authority.

13. Detailed rules for the conduct of a hostel or mess should be made by the Superintendent in consultation with the heads of the institutions concerned. The rules made should include fixed times for morning and evening roll-call (*vide* rule 5), study in rooms (*vide* rule 51), meals (*vide* rule 16), lights-out and closing of gates, and a copy of them should be supplied to each and should also be hung up in a conspicuous part of the hostel or boarder mess.

14. The general duty of the Superintendent is to act as guardian of the boys entrusted to his care, to live with and control them, to supervise their work and their amusements, to order their household arrangements, and to do all that in him lies for their happiness and their physical, moral and mental well-being. Without prejudice to this generality, the following particular duties are assigned to Superintendents :—

(*i*) To be immediately responsible to the Principal or Head Master for the maintenance of discipline and morals among the boarders.

(*ii*) To call the roll at fixed times, to maintain hostel registers, to check the gate-book and to go round the hostel regularly at night after lights-out.

(*iii*) To live and sleep in the quarters provided for him.

(*iv*) To enforce obedience to the hostel rules and to bring to the notice of the Principal or Head Master without delay any moral delinquencies or breaches of discipline which he is not himself empowered to deal with.

(*v*) To report all cases of sickness or disease, and generally, to act as an intermediary between the boarders and the medical officer of the hostel.

(*vi*) To see that the hostel is conducted in strict accordance with the usages and customs of the society to which the boarders belong, so that the religion of the boarders is in no way prejudiced and that caste scruples, particularly in the matter of cooking and feeding arrangements, are duly regarded.

(*vii*) To check the accounts and supervise the dietary arrangements of the boarders with the help of a mess committee, if any, with a view to avoiding waste or extravagance, having particularly in mind the necessity of adjusting the general economy of the institutions to the means of the poorer boarders.

(*viii*) To control the menial establishment of the hostel, whether maintained from public or from private funds.

(*ix*) To supervise the study of the boarders during the prescribed periods.

(*x*) To share, as far as possible, in the games of the boarders and control their conduct on the playground.

(*xi*) To see that the boarders are suitably employed between the end of college or school hours and the evening roll-call.

(*xii*) To see that the buildings and grounds are maintained in good order and to insist upon scrupulous cleanliness both in regard to the premises and also in regard to the clothing and personal belongings of the inmates.

(*xiii*) To perform such other duties as may be assigned to him by the Principal or Head Master.

NOTE.—In a hostel which has more than one Superintendent, the Assistant or Assistants shall help the Superintendent in the performance of the duties assigned to him.

15. **Supervision.**—The general supervision of a hostel attached to an institution is a part of the ordinary duties of the Principal or Head Master. The following particular duties are assigned to him:—

(*a*) To advise and encourage the Superintendents in the performance of their duties, and in case of fault, remissness or neglect to report to the hostel authority (*vide* rule 11).

(*b*) To satisfy himself that the social and moral tone of the hostel is sound and that the arrangements made for the accommodation, maintenance and guardianship of the boarders are in all respects suitable.

(*c*) To secure that the religions of the inmates are in no way prejudiced by the order and conduct of the hostel and that due, but no undue, regard is paid to caste scruples, particularly in the matter of cooking and messing arrangements.

(*d*) To receive and dispose of the reports of the Superintendent.

(*e*) To inspect the accounts periodically to ensure, in the interests of parents and guardians, that the most careful economy is observed, the standard of expenditure being set with reference to the means of the poorer boarders, it being open to those boys who are in a better position to provide themselves with reasonable extras, either in small messes or at their individual expense.

(*f*) To see that the buildings and grounds are kept in good order and that a scrupulous cleanliness prevails with regard both to the premises and to the clothing and personal belongings of the boarders.

(*g*) To sanction admissions and withdrawals.

(*h*) To take an interest in the games of the boarders and to spend some time on the playground after school hours on two or three occasions in a week.

(*i*) To conduct formal quarterly inspections of the hostels and in the interval to visit them at least once weekly, the visits being paid on occasions, after sunset, in order that the Principal or Head Master may assure himself of the comfort of the boarders and the good order of the institutions in the night time as well as in the day.

16. **Meals.**—No boarder will be permitted to eat his meals in any part of the hostel, except in the rooms set apart for that purpose by the hostel authority.

17. **Monitors.**—The questions of introducing the monitorial system into Indian educational institutions has given rise to considerable discussion and differences of opinion. Upon this point the Government of India remarked:—

"The appointment of selected boys from the higher class of schools to be monitors for the purpose of maintaining proper discipline during, and, as far as possible, out of school hours, for reporting breaches of rules and generally for maintaining a high standard of conduct and manners, is commended to careful consideration. It is believed the system has been tried with success in some Indian Schools, notably in the Elphinstone High School in Bombay, so that it seems needless to enter upon the details of the scheme here. The principle of associating the leading boys of a school in its internal government is well known in England, where it has worked for many generations with remarkable success. Among its known advantages may be noticed that it tends to diffuse the influence of the masters, and especially of the Head Master, through a wider circle than it could otherwise reach. Through the monitorial system the personal influence of the masters is brought to bear immediately upon a limited number of more advanced students whom they

can know intimately, and who, in their turn, communicate the impressions they have received to a larger number of younger boys. With the monitors on the other hand, the trust reposed in them tends to foster a sense of responsibility, brings them to look upon the reputation and prosperity of the school as in some sense committed to their keeping, and prepares them for the larger duties of actual life. No doubt the system is not fully applicable to schools where none of the pupils are boarders; but, even in these cases great benefits will be derived from its partial adoption ; while in hostels it is probable that it would work well. Here, indeed, there might even be room for that further development of the system by which the younger boys are allotted to pupils to the elder, who are made responsible, not merely for their moral conduct, but also for their diligence in their work. This, however, would be a matter for the educational authorities to consider."

(Director of Public Instruction's Circular No. 45, dated the 3rd April 1890.)

18. The essence of the system requires that the monitors or prefects should be entrusted to a limited extent with definite functions. If they have merely to report breaches of discipline to the authorities, they are reduced to the discreditable position of tale-bearers. As persons to whose keeping the reputation and good government of the college or school are partly committed, their position as the co-adjutors and the trusted allies of the Principal or Head Master and Superintendent must be marked by giving them certain powers to be determined in each case by the Principal or Head Master, in consultation with the Superintendent.

19. The monitorial system has, under Government orders, been introduced in hostels with the proviso that the appointment of monitors in no sense exonerates the Superintendent from responsibility. Very great care should be taken in selecting boarders for this responsible duty, and this selection should be made by the Principal or Head Master on the recommendation of the Superintendent. The boarders selected should be students or pupils not only whom the Principal or Head Master regards as fit, by their integrity and force of character, for so responsible a position, but also who naturally take the lead among their fellow-students and are popular with them. The monitors will carry out the orders of the Superintendent and will be responsible to him for the good order and discipline of their charge.

20. Monitors may be exempted from the payment of seat-rent for residence in the hostel and be allowed the choice of rooms, but should be given no monetary remuneration for their services.

(G. O. No. 152T.—Edn., dated the 9th June 1928.)

NOTE.—*See* rule 53 (2) and (4) regarding the number of monitors in college hostels. In school hostels it shall be in the power of the Superintendent to appoint a monitor or monitors in charge of each dormitory, or, when the hostel consists of small rooms, in charge of each group of 15 to 20 boys.

21. **Conduct register.**—A conduct register shall be maintained by the Superintendent of the hostel or mess, who shall have no power to cancel or alter any entry once made and signed. Boarders are liable to have their names placed in the Conduct Register for—

(1) disobedience of orders or infringement of any rules made for the well-being of the hostel or mess ;

(2) absence without sufficient cause ;

(3) continued neglect of study ;

(4) insubordination or disrespect to the authorities of the hostel or mess ;

(5) assaulting or abusing a servant of the hostel on the premises thereof ;

(6) want of cleanliness or tidiness in their rooms ; or

(7) misconduct not provided for by the rules.

(G. O. No. 1375T.—G., dated the 29th September 1900.)

22. **Other Registers.**—The following other registers shall be maintained in all hostels :—

(1) An admission register, showing the date of admission and home address of each boarder, and the name, caste, occupation and address of his parent or guardian.

(2) An attendance register, in which the attendance at each roll-call (to be called twice a day at stated hours) shall be marked by a cross (see also rule 5).

(3) A visitors' book.

(4) An order book in which the Principal or Head Master or Superintendent will record his orders.

(5) A punishment book.

(6) A sick register.

(7) A gate-book for recording the ingress and egress of boarders at hours outside the limits fixed by the hostel authority.

(8) A stock register of the furniture, lamps and other articles belonging to the hostel.

(9) An account book of hostel income and expenditure.

(10) An inspection book in which the orders of the hostel authority and the quarterly inspection notes and orders of the Principal or Head Master will be recorded [*vide* rule 15 (*i*)].

(G. O. No. 942, dated the 23rd February 1915.)

23. **Discipline.**—The following rules of discipline will be observed in all hostels in addition to those made under rule 13 :—

Offences are divided into major and minor ones according to their gravity and the authority competent to deal with them.

A.—Major Offences.

Among these are—

(*i*) *Absence without leave from the hostel during the night.*—For the first offence of this kind, a college student will be punished with rustication for at least one year and a school pupil with rustication for at least the current session. For the second offence, the punishment in either case will invariably be expulsion.

(*ii*) *Absence without leave from the hostel at the evening roll call.*—A college student will be fined Rs. 3 if absent up to 11-30 p.m., and if absent beyond this hour, the absence shall be equivalent to absence for the night and will be

punishable under clause (*i*). A school pupil will be fined Re. 1 if absent up to 9 a.m. and if absent beyond this hour the absence shall be equivalent to absence for the night and will be punishable under clause (*i*). In either case, three repetitions of this offence within twelve months will invariably be punished with expulsion (*vide* rule 5).

(*iii*) The use of drugs or intoxicants.

(*iv*) Indulgence in any form of gambling.

(*v*) Receiving by a boarder of postal matter direct from a postal peon.

B.—Minor Offences.

Among these are—

(*i*) Indulgence in noise calculated to disturb the hostel or any music, unless specially permitted.

(*ii*) Unpunctuality at meals or times of study.

(*iii*) Spitting in the rooms or verandahs.

(*iv*) Disfiguring the hostel by writing on the walls, etc.

(*v*) Smoking.

24. Major offences shall be dealt with by the Principal or the Head Master. It is the duty of the Superintendent to report at once in case of a major offence to the authority which deals with it. The same applies to all serious offences, such as moral delinquency, theft, untruthfulness, habitual idleness or disobedience.

25. Minor offences shall be dealt with by the Superintendent, who may inflict a suitable fine for each offence or give impositions. Should any boarder be guilty of a minor offence on three occasions within one month, it is the duty of the Superintendent to report him to the Principal or Head Master, who will then inflict a heavier punishment.

26. **Withdrawals.**—No boarder will be permitted to quit a hostel without the written permission of the Principal or Head Master, as the case may be, and such permission will not be given unless it has been requested in a formal application from the father or guardian of the boarder. This application should be made through the Superintendent of the hostel at least fifteen days before the date on which the boarder proposes to quit the hostel and it should state the reason for withdrawal. If fifteen days' notice is not given the boarder may be charged the ordinary dues up to fifteen days in addition to the leaving-fee and other charges.

27. **Leaving-fee.**—When a boarder quits a hostel for any reason save that he is quitting the college or school with a proper leaving-certificate, he will pay a leaving-fee of Rs. 2 in the case of a college student and of Re. 1 in

the case of a school pupil and, in each case, a monthly fee fixed by the hostel authority up to the end of the current session or term. The monthly fee shall be calculated so as to recover from the boarder concerned his share of the cost of the menial establishment for the rest of the session or term. It shall, however, be at the discretion of the hostel authority, according to the equity of each case, to realise this monthly fee or to excuse payment of it in any particular case.

28. **Expulsions.**—Expulsion from a hostel or mess or the quitting of a hostel or mess without leave involves expulsion from the institution in which the boarder is reading, whether the hostel or mess is attached to that institution or not. Conversely, expulsion from a college or school implies expulsion from a hostel or mess. If a boarder is expelled from a college or school or from a hostel or mess, he may not receive a leaving-certificate from the authority and cases of dispute should be referred to the Director in the case of colleges and to the Inspector of Schools in the case of schools. Expulsion from aostels or messes may be orderd for habitual or gross misonduct, or for frequent hntry in the conduct register, by the head of the institution to which the hostel es attached. Every case of expulsion shall be reported to the head of the institution to which the boarder belongs, and also to his guardian.

(G. O. No. 942, dated 23rd February 1915.)

29. **Hostel dues.**—Hostel dues consist of—

(*a*) caution money and leaving-fees, also admission fees at the option of the hostel authority ;

(*b*) such fees as are levied to cover rent, capital, expenditure, purchase of furniture, boarding, medicines, servants' wages, lighting water ; and

(*c*) fines.

29 (A). In hostels attached to Government schools and colleges, where seat-rent is charged, a boarder shall be liable to pay seat-rent for the full session on leaving or joining the hostel, save when he quits or joins the hostel with a proper transfer certificate. A boarder who joins a hostel in the middle of a session with a transfer certificate shall pay seat-rent from the month for which the college or school fee is payable. Similarly, a boarder leaving a hostel within the session with a transfer certificate shall pay seat-rent up to the month for which the college or school fee is payable.

NOTE.—(1) The phrase "seat-rent" of the above rule includes all Government dues leviable on the boarders under Government orders issued from time to time.

(G. O. No. 664 Edn., dated the 18th February 1930.)

(2) The phrase "transfer certificate" in the rule means transfer certificate from the college or school as the case may be.

30. Boarders shall pay their monthly dues on or before a date to be fixed by the hostel authority after which, if dues remain outstanding, a fine of one anna a day will be inflicted. If all dues, including the fine, are not paid within fifteen days, the boarder will be liable to suspension from his college or school or removal by the hostel authority.

31. Charges levied in respect of a vacation will be realised seven days previous to the commencement of the vacation.

32. **Caution money.**—In hostels for college students the caution money is ordinarily Rs. 5 and in hostels for school pupils Re. 1 or such other amount as the hostel authority concerned may, in each case, determine. The caution money must be paid before the boarder is formally admitted and shall not be utilised during the period of his residence for the realisation of fees and fines. It shall be repaid to him when he quits the hostel unless he has been expelled or unless it is required to meet any liability, including fines, due by him to the school.

NOTE.—*See* rule 36 (*4*) as regards the disposal of unclaimed caution money.

33. **Common-rooms.**—There should, if possible, be a common-room in every hostel where a selection from the list of periodicals and newspapers approved by the Department may be placed. Rules for the use of this common-room should be framed by the Superintendent.

34. **Leave of absence.**—Leave of absence from the hostel must in all cases be obtained in advance from the Superintendent. It will not ordinarily be granted unless a written request is made by the parent or guardian. Except in very special circumstances of an urgent character leave at night after 9 p.m. will not be granted. Every case of leave so granted will be reported in writing to the Principal or Head Master.

35. **Overataying leave.**—Should a boarder overstay the leave granted under rule 34, and he cannot bring a satisfactory written explanation from his parent or guardian, it will be treated as a major offence (*vide* rule 24).

36. **Rules for boarding arrangements in Government hostels.**—The following are the rules that regulate boarding arrangements in Government hostels :—

(G. O. No. 411 Edn., dated the 8th February 1926.)

(1) A mess committee consisting of the Superintendent, Assistant Superintendent and one or more elected boarders will conduct the messing arrangements under the control of the Superintendent. This committee shall be reconstituted at the beginning of each new session.

(2) All charges realised from the boarders, excluding those detailed in rule 37 and also the charges levied under any other Government order for board, establishment and contingencies shall be credited to an account to be opened with the Post Office Savings Bank in the name of the head of the institution to which the hostel is attached and the corresponding expenditure debited to it.

The messing charges should be so fixed from time to time as to meet all requirements, but should not be excessive [*vide* rule 15 (*e*)].

(3) When the mess account, which should be kept in detail, is closed for any month it shall be signed by the Superintendent and also by the elected representatives of the boarders on the mess committee. The head of the institution concerned shall then examine the account and sign it when satisfied as to its correctness.

(4) A reserve fund shall be created with the monthly savings, if any, the admission fees and fines and the balance, if any, of the caution money if not claimed by the depositor within three years of the date of his leaving the institution. Petty expenditure of an urgent nature, such as, repairs to furniture or utensils may be met from this fund.

An account of this fund shall be kept separate from the mess fund and no expenditure from it shall be incurred without the express sanction of the Principal or the Inspector of Schools, as the case may be.

(5) Government will not be liable for any deficit in the monthly expenditure of a hostel in respect of charges payable by the boarders; the deficit, if any, must be met from the hostel funds.

(6) If any refund of caution money is claimed, after three years, and such claim is found to be valid, the necessary refund may be given from the reserve fund, under the orders of the Principal or the Inspector of Schools as the case may be.

[G. O. No. 858Edn., dated the 1st March 1930.]

Note.—The following hostels are exempted from the operation of these rules:—

(*a*) Eden Hindu Hostel, Calcutta.

(*b*) Bengal Engineering College Hostel, Sibpur.

(*c*) Bethune College and Collegiate School Hostel.

(*d*) Hostels attached to High Schools for Girls at Dacca, Mymensingh and Chittagong.

(*e*) Taylor Moslem Hostel.

(*f*) Free Bhutia Boys' Hostel attached to the Darjeeling High School

37. **Apportionment of certain items of hostel expenses between Government and students residing in Government hostels.**—The orders of Government on the apportionment of certain items of hostel expenses between Government and students residing in Government hostels are as follows:—

(*i*) That the cost of medical attendance on boarders in the hostels should be met by Government;

(*ii*) Boarders should pay for their own medicines;

(*iii*) That seat-rent should be charged from boarders for twelve months of the year at Re. 1 per head per month in hostels located in Government buildings. A minimum rate of Re. 1 should also be charged in hostels held in rented houses provided that the sum so realised must cover at least half the rent of the premises;

(*iv*) That the charges for electric lights and fans calculated on the basis of the current consumed *plus* 8 per cent. of the cost of electric installation and the rent of the meter should be realised from the inmates of hostels;

(*v*) That furniture rent at annas four per head per month should be levied from boarders for twelve months of the year; and

(*vi*) That half the cost of superintendence and occupier's share of Municipal taxes should be realised from boarders residing in college hostels. Boarders living in school hostels should pay one-third of the cost of occupier's share of Municipal taxes. They should be charged nothing on account of the cost of superintendence until further orders.

(G. O. No. 2639Edn., dated the 14th August 1924, No. 3345Edn., dated 14th July 1927, and No. 2147Edn., dated the 20th July 1928.)

NOTE 1.—(*a*) Government have decided that hostels attached to colleges and schools should ultimately be self-supporting and that the end which the authorities of hostels should aim at is to recover from boarders the whole amount of the occupiers' share of taxes and the whole amount of the cost of superintendence.

(*b*) These orders do not apply to the following hostels in which the charges have been fixed in consideration of the peculiar circumstances of each :—

(1) Eden Hindu Hostel, Calcutta ;
(2) Elliott Madrasah Hostel ;
(3) Baker Madrasah Hostel, Calcutta ;
(4) Taylor Hostel, Calcutta ; and
(5) the hostels attached to the Government Madrasahs at Dacca (now Islamic Intermediate College), Hooghly, Chittagong (now Islamic Intermediate College) and Rajshahi ;

nor to—

(*i*) Training College and Training School hostels ;
(*ii*) Nawab Bahadur's Institution Hostels, Murshidabad ;
(*iii*) Darjeeling High School Hostels ;
(*iv*) Hostels attached to Government institutions for girls ;
(*v*) (*a*) Jhalakati High School Namasudra Hostel ;
(*b*) Pirojpur High School Namasudra Hostel ;
(*c*) Rangpur Zilla School Rajbansi Hostel.
(*vi*) Dacca Messes (now under the management of the Dacca Board of Intermediate and Secondary Education).
(*vii*) Hostels attached to the Rangamati High School for hill boys.
(*viii*) Ahsanullah School of Engineering Hostel (Main).

N. B.—Boarders of the Bethune College should pay half the cost of superintendence. No other charges except boarding charges are levied there. Hostels mentioned under item (5) of Note 1(*b*) above are not exempted from payment of furniture rent.

NOTE 2.—In addition to the above rules for boarding arrangements, the following additional rule is applicable in the case of hostels attached to (*a*) the Hooghly Madrasah, (*b*) the Dacca Islamic Intermediate College, (*c*) the Chittagong Islamic Intermediate College, and (*d*) the Rajshahi Madrasah with effect from 1st January 1929 :—

A lump allotment of Rs. 4,312 a year is distributed among the hostels attached to Hooghly and Rajshahi Madrasahs and Islamic Intermediate Colleges at Dacca and Chittagong in the following manner :—

	Rs.	
Hooghly Madrasah	1,152	
Rajshahi Madrasah	540	
	472	(add)
Islamic Intermediate College, Dacca	648	
Islamic Intermediate College, Chittagong	1,500	
	4,312	

The grant is utilised in the award of full or half-free boardership and such other concessions towards remission of boarding charges of deserving poor students reading in the Madrasahs or the Madrasah Departments of the Islamic Intermediate Colleges.

(G. O. No. 2612 Edn., dated the 1st September 1928, and G. O. No. 887 Edn., dated the 5th April 1939.)

NOTE 3.—There are hostel stipends at the rate of Rs. 6 per mensem for certain students not exceeding seven in number of the Agricultural Section of Classes VII and VIII of the Rangamati Government High English School, who will be detained, during vacations, for the purpose of teaching them agriculture by actual farm operations in the school. The stipends will be paid to those boys for the period actually spent at the school during vacations, subject to the approval of the managing committee of the school.

(G. O. No. 3421 E.A., dated 21st March 1939.)

38. **System of drawing allowances for boarders in hostels.**—The bills should show the average attendance of boarders on account of whom allowances are drawn. This average attendance does not mean the number of boarders present at each meal but the number of boarders present on the roll. All cases of casual absence from the hostel may be discharged in calculating the number so present, and absence for a period not exceeding a week at a time may be considered casual absence within the meaning of this rule. This allowance may be reduced for fault under the orders of the Director.

39. **Accommodation.**—Hostels should be designed so as to allow at least 96 square feet of floor space in the case of single rooms or cubicles, 65 square feet of floor space per head in the case of rooms for the accommodation of not less than three and no more than four occupants and 60 square feet of floor space per head in the case of rooms for the accommodation of five or more occupants. Sleeping rooms, each measuring 16½ feet by 16 feet and intended for the accommodation of four inmates are recommended as convenient and economical in design. The minimum floor area to be provided in dormitories should not be less than 60 square feet per head and places should be so arranged that boarders of approximately similar ages are accommodated in the same dormitory.

40. **Medical supervision.**—Every Government or aided hostel must be under the charge of a proper medical authority and the authority of each such hostel is bound to see that proper medical arrangements are made in accordance with the circulars issued from time to time by the Director.

41. It is the duty of the Superintendent to report at once any case of disease or sickness. The Principal or Head Master will at once take such steps as are possible to isolate suspicious cases, to call in medical advice and, should the case prove to be infectious, to have the patient removed to a hospital or to a segregation ward.

42. **Duties of Medical Officers**

(1) The Medical Officer in charge of a hostel shall visit the hostel at least twice a week during the period the hostel remains open and in all emergency cases on the report of the Superintendent of the hostel.

(2) He shall attend on the Superintendent and the staff of the hostel (including the menials).

(3) He shall advise on the sanitary condition of the hostel and its surroundings.

(4) In case of infectious or contagious diseases he shall inform the Civil Surgeon, who shall make arrangements for the isolation and treatment of the cases.

The above rules do not apply to whole-time Medical Officers in charge of Government hostels.

(Government of Bengal, Education Department order No. 288 T.—Edn., dated the 18th October, 1939.)

43. **Allowances to Medical Officers.**—The following scale of allowances has been fixed for the medical charge of hostels :—

(*a*) Civil Assistant Surgeon or a registered private practitioner possessing the qualifications requisite for an Assistant Surgeon—

For 50 boarders or more—Rs. 50 a month.

For 25 to 50 boarders—Rs. 30 a month.

For less than 25 boarders—Rs. 25 a month.

(*b*) Sub-Assistant Surgeon or registered private practitioner possessing the qualifications requisite for a Sub-Assistant Surgeon ; one-half of the above rates.

(Government of India, Home Department, letter No. 967, dated the 25th July 1902.)

(*c*) The allowances are strictly monthly and should be calculated on the maximum number of boarders in each month, and when there are more hostels than one in charge of one officer, on the aggregate maximum number of boarders in all the hostels. The allowance may be drawn either in the pay bill or separately ; but the allowance relating to all the hostels in charge of one officer should be claimed together, and not separately, for the purpose of facility in applying the sliding scale to the aggregate number of boarders.

(*d*) Government have further decided that in cases where a sliding scale has been fixed by Government depending on the number of boarders, all bills for allowances shall be supported by a certificate in the following form signed by the head of the institution to which the hostel is attached.

"Certified that (*a*) during the month of.....Dr./Babu .....was in medical charge of..... hostel and (*b*) that during that month/the month previous to the vacation, the maximum number of boarders in residence in this hostel was....."

The duty of the medical officer is to attend the hostel superintendents and the staff without any extra remuneration. The strength of the hostel staff shall not therefore be included in the certificate of the average number of boarders in the hostel.

(G. O. No. 2791 Edn., dated 1st December 1939.)

(*e*) In hostels where fixed allowances have been sanctioned irrespective of the number of boarders or where whole-time medical officers have been engaged part (*a*) only of the above certificate will be required in support of the bills.

(*f*) In all cases allowances should be paid for vacation months, and for the vacation should be drawn at rates payable during the last month proceding the vacation.

(G. O. No. 1162T.—Edn., dated the 25th October 1929.)

NOTE.—(1) Wherever possible, all the Government hostels in one station should be in the medical charge of one officer, and the allowance admissible should be calculated on the aggregate number of boarders.

(G. O. No. 1504 Medl., dated the 12th August 1908.)

(2) Separate orders are in force allowing an increased remuneration for the medical supervision of hostels in Calcutta, Hooghly, Dacca, Rajshahi, Chittagong and the Bengal Engineering College, Sibpur.

44. **Procedure to obtain supplies of medicine.**—The following procedure should be followed to obtain supplies of medicine:—

(1) The medical officer in charge of the hostel should, within the budget allotment for the purpose, prepare an indent of the articles required and submit the same to the Civil Surgeon of the district. Where possible, this indent will be combined with the indent of the nearest Government dispensary in which the drugs for the hostels will be kept and dispensed.

(2) The Civil Surgeon will scrutinise the indent and forward it to the Surgeon-General with the Government of Bengal, by whom it will be transmitted to the Medical Store Depôt for compliance.

45. **Grants to hostels of aided institutions.**—The grants to hostels of aided colleges and schools are governed by the rules contained in the grant-in-aid rules (*vide* Chapter VIII). The contribution from Government towards their superintendence is at present limited, in the case of hostels attached to colleges to one-half and in the case of hostels attached to schools, to three-fourths of the admissible cost, the institution being required to find the rest either from its existing resources or by imposing fees on the boarders, but it is the policy of Government (*vide* note 1 to rule 37) that hostels should ultimately be self-supporting in so far as their charges for maintenance are concerned.

Director of Public Instruction is authorised to sanction capitation grants up to a limit of Rs. 4 per head per month to the boarders of non-Government hostels attached to the Orphanages in Bengal. The maximum limit of such grants is fixed at Rs. 100 per institution per month.

(Government of Bengal, Education Department, order No. 999 Misc., dated the 22nd August 1939.)

46. **Allowance of Superintendents and Assistant Superintendents.**—The bills for the allowances of Superintendents and Assistant Superintendents of hostels should be accompanied by a certificate from the head of the institution to which the hostel is attached, showing that the allowances claimed have been reckoned on the maximum number of students in residence in the month for which the allowance is drawn and during vacations on the number in residence in the month preceding the vacation.

(Director of Public Instruction's circular No. 135, dated the 24th October 1911.)

47. **Renting of hostels.**—As a general principle no hostel should be rented unless the liability for the entire rental can be laid on, and is accepted by, the institution concerned. Exceptions to this rule may be necessary in the case of hostels it is proposed to establish in Calcutta and they will be necessary for some time to come to meet the claims of special classes, e.g., students belonging to the depressed classes, women and Moslems. No absolutely rigid rule can be laid down for such special cases, but, generally no hostel should be established unless the full cost of superintendence is thrown upon the students or the hostel authorities and at least half the rent is found from non-Government sources.

(G. O. No. 3315 Edn., dated the 1st October 1926.)

48. **Visitors.**—None but boarders are permitted to enter the hostel precincts. The following rules indicate the exceptions that may be made :—

(*a*) With the previous permission of the Superintendent, guardians and relatives of boarders may visit the hostel at any time. With similar permission they may stay in the hostel for not more than three days, provided that separate accommodation is available or suitable arrangements for privacy can be made. Relatives should on no account stay or sleep in dormitories or rooms occupied by boarders not related to them, or with their own boys in rooms intended for one person only except with the special permission of the Superintendent. If for any special reasons, e.g., in the case of illness of a

boarder, it is considered necessary that the guardian or relative should be allowed to stay in the hostel for more than three days, the matter must be referred to the head of the institution, to which the hostel is attached, and his permission obtained. If necessary, with similar permission a servant may also be accommodated.

(*b*) Friends of boarders may, with the previous permission of the Superintendent, be allowed to visit the hostel after the close of the college or school and before the evening roll-call.

(*c*) Licensed tradesmen who deal with the hostel may be permitted to enter it at a stated time.

(*d*) In hostels which do not draw capitation grants from Government and have private messing arrangements in terms of Rule 36 a seat-rent equivalent to one-half of the monthly seat-rent payable by boarders shall be charged from each outsider, for each period of one week or less during which he resides in a hostel. The seat-rent is payable in advance and is to be credited to the treasury as a hostel receipt; such messing charges as the mess committee may decide shall be payable in addition.

(*e*) In hostels which draw boarding grants from the treasury and for which provision is made in the Education Budget, each outsider should be required to pay charges at the rate of Re. 1 per diem, inclusive of rent, fooding charges, etc.

(G. O. No. 834 Edn., dated the 27th February 1929.)

NOTE.—The Superintendent should exercise great care in these matters and should refer doubtful cases to the Principal or Head Master.

49. **Servants.**—The menial establishment in a hostel shall be under the control of the Superintendent, who will report serious cases of disobedience, etc., to the Principal or Head Master. No female servant under fifty years of age shall be employed in hostels or messes.

50. **Postal arrangements.**—A special lock-fast post-box under the charge of the Superintendent must be provided in each hostel or mess for the receipt of all postal matters addressed to the inmates. The receipts will be dealt with as directed in the standing orders on the subject. It shall be regarded as a major offence for boarders to receive postal matter direct from a postal peon.

51. **Study.**—During the hours of study each student or pupil shall remain in his room or dormitory, unless he has obtained permission to study in another room or dormitory.

52. **Annual reports.**—The head of each institution under whose supervision a hostel or mess is working must, at the end of each official year, submit to his Departmental superior a report on its working with special reference to the conduct of the residents, their health and progress, and to the sanitary arrangements of the premises and surroundings.

Section II.—Special Rules as to College Hostels and Messes.

53. **Construction and supervision.**—The general policy to be followed in the construction of hostels for college students and the arrangements to be made for the better supervision of the boarders in them was outlined in Government order No. 191T.—Edn., dated the 15th May 1918, which stated that Government "have no desire to prescribe a rigidly uniform organisation but merely to indicate general principles, which may be modified according to circumstances and local conditions." The principles then laid down were as follows :—

(1) The building for each college hostel should be so designed as to accommodate not more than 50 students. This should not be regarded as a rigid rule but only as a general principle to be followed wherever possible. Family quarters should also be provided for the Superintendent in each hostel constructed in future.

(2) A hostel of 50 students should be under the supervision of a Superintendent and a prefect or monitor.

(3) No Assistant Superintendent should be appointed in a hostel unless the number of boarders exceeds 50.

(4) Large hostels should be divided into wards of 50 students each and each ward should be under a monitor or prefect, who should be responsible to the Superintendent for the maintenance of order and discipline in his ward and relieve him of routine work.

NOTE.—See also Rules 17-20 regarding monitors.

(5) A suitable supervising staff for a hostel of 100 students divided into two wards of 50 each, would be a Superintendent, an Assistant Superintendent and two prefects, and for a hostel of 200 or 250 students, a Superintendent, two Assistant Superintendents and four or five prefects, respectively.

(G. O. No. 191T.—Edn., dated the 15th May 1918.)

54. **Appointment of Superintendents and Assistant Superintendents.**—Bengal Educational Service officers shall be appointed by the Director as Superintendents and Assistant Superintendents of Government Hostels and Subordinate Educational Service officers by Principals of Government Colleges, Divisional Inspectors of Schools and Inspectresses of Schools as such. They shall be remunerated at the rates sanctioned in Government order No. 3315 Edn., dated the 1st October 1926. Bengal Education Service officers shall not be appointed as Superintendents of more than half the twenty-six college hostels (including that attached to Ahsanullah School of Engineering, Dacca) without the sanction of Government in each case.

(G. O. No. 901 T.—Edn., dated the 15th June 1933.)

55. **Allowances of Superintendents and Assistant Superintendents.**—Superintendents and Assistant Superintendents of hostels of Government colleges who were appointed after 3rd August 1923 are usually given the privilege of rent-free quarters and are remunerated at the following rates:

(those who were appointed before 3rd August 1923 are remunerated at the full rate sanctioned in Government of India's letter No. 666, dated the 27th June 1910) :—

Number of boarders.	Superintendents. (Bengal Educational Service.)	Superintendents. (Lower Service.)	Assistant Superintendents.
	Rs.	Rs.	Rs.
20 or less students ..	20	15	..
21 to 40 ..	30	20	..
41 to 70 ..	40	30	15
71 to 100 ..	50	40	20
101 to 200 ..	60	40	30
Above 200 ..	80	60	40

(G. O. No. 1126 Edn., dated the 22nd March 1928, read with G. O. No. 3315 Edn., dated the 1st October 1926.)

NOTE.—(1) The Assistant Superintendent of the Hindu Mess attached to the Bengal Engineering College is a whole-time officer on a salary of Rs. 75 a month. There is also a whole-time steward for the Eden Hindu Hostel.

(2) When officer of the Indian Educational Service is appointed to be a Joint Superintendent of a college hostel, he should not be granted any allowance in addition to the privilege of rent-free quarters, as this double concession is not contemplated under the standing orders (Home Department resolution No. 319-391 of the 16th May 1906) regulating the provision of free accommodation for members of that service. In such a case the other Joint Superintendent belonging to the Bengal Educational Service may, however, if the Governor in Council considers it desirable, be allowed to draw the full allowance for which he is eligible.

(Government of India's letter No. 530, dated the 18th June 1917.)

(3) *See* also rules 38 and 46.

Section III.—Special Rules relating to School Hostels and Messes.

56. **Licensing of school hostels and messes.**—All hostels and messes not directly managed by the school authority must be duly licensed and approved in writing by the Head Master of a High English or Middle school as a fit place for the residence of students. At the time of application for a licence, the head of the institution to which the largest number of students asking for the licence belongs will be considered to be the officer to inspect and license the mess. In the event of equal numbers in a mess coming from different institutions, the head of the older institution as recognised by the University of Calcutta will be considered to be the officer to license the mess. If, as the result of change in the residence in a mess it is found that the majority of the residents belong to an institution other than that of the officer who licensed the mess, it will be open to him to transfer the mess to the head of the other institution. The Head Master, who has approved of the building or rooms used as a hostel or mess, will be responsible for the hostel or mess so approved, and for the students who live in it. Such hostels or messes will be regularly and frequently inspected by the Head Masters of the schools concerned, or by officers deputed by them for such duties. Particular attention shall be directed at such inspections to all conditions in relation to the morality of the students, and also to the discipline maintained in such

hostel or mess. Instructions shall be given, if necessary, that a proper standard in such matters shall be maintained. The sanitary arrangements shall also be enquired into and inspected. If any defects are noticed and there is any unwarrantable delay in their removal, it will be in the power of the inspecting officer concerned to declare that such buildings cannot be recognised for the purposes of a hostel or mess, and such declaration when approved by the Head Master, in control of the hostel or mess shall be sufficient to cause the building to be struck off the list of places where students are permitted to live.

57. **Inspection of hostels or messes.**—Messes or hostels will be open to inspection by an Inspector, Second Inspector or District Inspector of Schools, or by any other person specially deputed for the purpose by Government or by the Director. Gentlemen of influence living in the neighbourhood of such messes or hostels may also be appointed to act as visiting members for such places under the authority of the Director.

58. All inspection remarks should be recorded in the visitors' book.

59. **Allowances of Superintendents and Assistant Superintendents.**—The following table shows the standard allowances to Superintendents and Assistant Superintendents of hostels attached to Government schools, other than Guru-training and Muallim-training schools, in which the head teachers are *ex-officio* Superintendents of the hostels, if any, attached to their schools and receive free quarters but no remuneration for their services :—

Number of boarders.	Superintendents.	Assistant Superintendents.
	Rs. a.	Rs. a.
20 boys or less .. .	7 8	..
21 to 30 .. .	10 0	..
31 to 40 .. .	12 8	5 0
41 to 50 .. .	15 0	7 8
51 to 75 .. .	20 0	10 0
76 to 100 .. .	25 0	12 8
Above 100 .. .	30 0	15 0

(G. O. No. 1126 Edn., dated the 22nd March 1928, read with G. O. No. 3315 Edn., dated the 1st October 1926).

NOTE.—(*i*) See also rules 38 and 46.

(*ii*) Superintendents and Assistant Superintendents appointed before 3rd August 1923 shall be remunerated at the full rate sanctioned in Government of India's letter No. 666, dated 27th June 1910.

60. **Accommodation of teachers in hostels attached to Government High Schools.**—Teachers may be allowed to live in hostels provided surplus accommodation is available. In such cases the following rules shall be observed :—

(1) Teachers shall not reside in school hostels, except with the express permission of the Inspector or Inspectress of Schools.

(2) Applications from teachers desiring to reside in a hostel must be submitted through the Head Master (or Head Mistress) of the school, who will report to the Inspector or Inspectress of Schools whether the accommodation is available and whether, owing to the absence of available and suitable accommodation in the locality, it is necessary that the teacher should so reside.

(3) A teacher may not reside in a hostel unless it is possible to keep at the same time two seats vacant and available for student-boarders.

(4) Teachers shall not live in the same room as students.

(5) The Head Master (or Head Mistress) of a school shall have the power to order a teacher or teachers to leave a hostel at any time, and shall always do so when other accommodation in the locality becomes available.

(6) A teacher or teachers residing in a hostel shall be under the control of the Superintendent of the hostel.

(7) A teacher residing in a hostel shall pay seat-rent, full boarding charges, and also any extra charges which are paid by students in addition to the seat-rent. He shall not receive medical attendance or medicines free of charge.

(8) The monthly seat-rent charged shall be—

(*a*) in the case of hostels located in Government buildings, Rs. 2 or 5 per cent. of the teacher's pay, whichever is greater ;

(*b*) in the case of hostels located in rented houses, double the seat-rent charged for students or 5 per cent. of the teacher's pay, whichever is greater.

(G. O. No. 2034Edn., dated the 29th July 1925.)

CHAPTER X.—EXAMINATIONS.

Section I.—General.

General.—Previous to 1904 Departmental public examination were held at the end of the Lower and Upper Primary courses, and at the end of the middle stage. Thus, a boy was first of all examined at about the age of 10 and was obliged to appear at other competitive examinations at about the ages of 12 and 14 and then, on completing the secondary school course, sat for the Matriculation Examination.

2. These Departmental examinations were collective examinations at which identical papers were set throughout the Inspector's circle or even throughout the Province. Their objects were three-folds :—(*a*) to serve as a leaving examination for the boys who were not intending to proceed further with their studies, (*b*) to serve as a promotion examination, and (*c*) to award scholarships.

3. In 1904, however, these public examinations were abolished and scholarship examinations introduced in their place. Step were taken to prevent the latter from being a continuance of the old collective examinations under another name ; that is to say, schools were debarred from sending their boys *en masse* for the scholarship examinations, neither were they permitted to regulate promotions by their results nor to grant certificates to those who failed to obtain scholarships. The public examination at the end of the primary stage has recently been revived in Bengal and, under its revived form, was held for the first time in November 1927. The scholarship examinations at the primary preliminary stage and at the end of the middle course still continue. Scholarships are assigned for these purposes to different areas. Within these areas they are awarded by limited competition at centres. The lower scholarships are ordinarily adjudged by the District Inspector and the higher by the Inspector.

4. **Various examinations.**—The Education Department in Bengal is, directly or indirectly, concerned with the following examinations :

(1) The Matriculation Examination of the University of Calcutta and the High School Examination of the Board of Intermediate and Secondary Education, Dacca, both of which are held at the end of the High School stage. The regulations relating to these examinations are contained in Chapter XXX of the Regulations of the University of Calcutta and Chapter XIV of the Regulations of the Board of Intermediate and Secondary Education, Dacca, respectively.

NOTE.—(*I*) The Government of Bengal have recognised the High School Examination of the Board of Intermediate and Secondary Education, Dacca, as equivalent to the Matriculation Examination of the University of Calcutta for the purpose of admission into all branches of Government service and have decided that in considering the qualifications of candidates for such service, no preference should be given to the latter.

(*II*) The High School Examination of the Board is also accepted as an adequate qualification for admission to the Mukhtearship Examination.

(2) The School Final Examination (Science side)—The rules regarding this examination are contained in Chapter IV, section III, of this Code.

(3) The scholarship examinations at the end of the middle stage.

(4) The collective examination for boys at the end of the primary stage, known as the Primary Final Examination, and the Primary Final Scholarship Examination for girls.

(5) The scholarship examination at the end of class III in the primary stage, known as the Primary Preliminary Scholarship Examination.

(6) The examinations for teachers which are described in Section VII (*v*), Chapter IV, of this Code.

(7) The Sanskrit examinations (the First and Second Sanskrit Examinations and the Sanskrit Title Examination)—These are described in Chapter VI, Section I, of this Code.

(8) The Madrasah Examinations, namely, (*a*) the Junior Madrasah Examination, (*b*) the Central Madrasah Examination, (*c*) the Madrasah Title Examination, (*d*) the High Madrasah Examination, and (*e*) the Intermediate Examination in group C (Islamic Course). These examinations are dealt with in Chapter VI, Section II, of this Code.

Section II.—Middle Scholarship Examinations.

5. **Middle Scholarship examinations for boys.**—The rules for the preliminary and final selection of candidates for this examination, the arrangements to be made for its conduct, and the manner in which it should be conducted are detailed in the rules relating to scholarships (*vide* Chapter XIII).

6. **Middle Scholarship examinations for girls.**—Pupils of girls' schools may not compete for scholarships tenable in boys' schools and in mixed schools. Special scholarships are provided for them and are awarded on the results of an examination which must be conducted under prescribed regulations contained in the rules relating to scholarships (*vide* Chapter XIII).

Section III.—Primary Final Examination for Boys' Primary Schools, including Maktabs.

7. There is a Public Examination called the Primary Final Examination held annually in November at the end of class V of Primary schools and *Maktabs* for boys.

8. The examination will ordinarily be held in the second week of November for four consecutive days in accordance with the programme drawn up by the Inspector of Schools for each Division.

9. The examination shall be held in the subjects prescribed in the revised curricula for Primary schools and *Maktabs* and shall be partly written and partly oral. The written subjects will be confined to (*a*) Reader (vernacular), (*b*) Arithmetic including Subhankari, (*c*) History, (*d*) Hygiene and (*e*) Zemindary and Mahajani accounts. The oral examination will include a test in Mental Arithmetic, Reading of unseen passages and manuscripts, Geography, and Urdu and Ritual.

10. The compulsory subjects will be the following :—

(1) Reading ; (2) Writing ; { Reader. (3) Arithmetic ; (4) Geography ; (5) History ; and (6) (*a*) Hygiene (for Primary Schools) ; (*b*) Urdu and Ritual (for *Maktabs*)

In addition to the compulsory subjects, the Primary school boys will be examined in any two of the following optional subjects :

(1) Drawing ; (2) Manual work ; (3) Nature study ; (4) English ; and (5) Zamindary and Mahajani accounts.

In addition to the compulsory subjects, the *Maktab* boys will be examined in any two of the following optional subjects

(1) Manual work ; (2) English ; and (3) Zemindary and Mahajani accounts.

11. The examination will be held at different centres in plains districts, preferably at High English Schools, the Inspector of Schools being the the chief controlling authority. The District Inspector of Schools will select the centres and arrange for the conduct of the examination in his district in collaboration with the inspecting staff under his control. Ordinarily 100 candidates shall form a batch to be examined at each centre. The number may, however, vary according to local conditions, but no centre should, as a rule, be fixed for less than 50 boys. There should be one Superintendent for each centre and ordinarily one invigilator for every 50 candidates.

12. No separate centres will ordinarily be selected for girl candidates from Primary schools and *Maktabs* for boys but separate seating arrangements will be made for them. In special cases, special centres may be selected for such girls as cannot appear at the general centre, provided that the cost of such special centres is met by the parties concerned and paid in advance to the person authorised by the District Inspector of School to receive the payment and to make the necessary arrangements.

13. No candidate will be eligible for the examination unless he has prosecuted his studies in any recognised Primary school or *Maktab* from the commencement of the session in which the examination is held. The session of a Primary school or *Maktab* commences in January. The boys who withdraws from one school and joins another during the session with the permission of the District Inspector of Schools will not be affected by this rule.

14. Each Sub-Inspector of Schools shall obtain from the head pandits of Primary Schools and *Maktabs* in his circle, the descriptive rolls of the candidates in the form as in Appendix A, and submit them to the Subdivisional Inspector of Schools concerned before the end of August.

15. The Subdivisional Inspector of Schools shall submit in duplicate a consolidated descriptive roll of the candidates at each centre in his Subdivision to the District Inspector of Schools positively by the first week of September.

16. The District Inspector shall submit one copy of the descriptive roll of candidates to be examined at each centre to the Inspector of Schools with his countersignature by the middle of September. He shall also submit a statement in the form as in Appendix B.

17. Setters of question papers and examiners of answers books will be appointed by the Inspector on the recommendation of the District Inspectors ordinarily from among the teachers of High Schools, High Madrasahs, Normal Schools and improved type *Guru* and *Muallim* Training Schools.

18. Question papers will be the same for each Division, the results being declared by districts.

19. Oral examinations shall be conducted by the teachers of local schools selected by the District Inspector, under the supervision of the Superintendent of the Centre.

20. Head Masters of the schools where the examinations will be held will provide accommodations for the candidates and give necessary assistance to the Superintendent of the Centre for the conduct of the examination.

21. The Inspector of Schools will appoint Superintendents of Centres The invigilators will be selected by District Inspectors of Schools from among the members of school staffs in consultation with the Head Masters of the schools concerned. The names and addresses of the invigilators should be reported to the office of the Inspector of Schools. In case any invigilator or the examiner for oral examination is found absent on account of illness or other unavoidable cause, the Superintendent of the Centre will appoint an invigilator or an examiner in his place and report his name and address to the District Inspector. In case the Superintendent appointed for any centre absents himself with or without notice, the senior teacher of the school in which the examiation is to be held should be the Superintendent.

22. Questions for written papers must conform to the prescribed syllabus as well as the text book or books, if any, on the subject. So far as vernacular is concerned, there will be two separate papers for Primary school and *Maktabs*. The programme of the examination will show the time and the marks allotted to each paper.

23. The paper setters are requested to see that the question papers are forwarded to the Inspector of Schools in a registered double cover (the inner one marked confidential) so as to reach him positively by the first week of September. They should keep no copy of the question papers. The questions should be written only on one side of the paper.

24. The question papers will be moderated by a Board consisting of one Second Inspector of Schools, the Assistant Inspector of Schools for Muhammadan Education and the Head Master of the Normal or Government High School at the Divisional headquarters. The Second Inspector will be the President of the Board which will have the power to reject any question and to substitute, if necessary, another in its place.

25. Question papers will be printed at the Government Press.

26. Candidates for the examination shall be required to pay a fee of Re. 1 each.

27. The examination fees will be remitted to the Subdivisional Inspector of Schools concerned not later than 30th September. No fee shall be received after that date.

28. Each Subdivisional Inspector will deposit into the treasury the fees realised. He should obtain duplicate chalans from the treasury and send them to the District Inspector with a detailed account of fees and the number of examinees.

29. On receipt of examination fees, the Subdivisional Inspector will issue admisson cards as in Appendix C and send them to the schools concerned at least two weeks previous to the examination. The Inspectors of Schools will print the cards at the Government Press and supply them to the Subdivisional Inspectors by the middle of October.

30. The District Inspector of Schools will furnish the Superintendent of each Centre with the descriptive roll of candidates to be examined at that centre, in original or a copy thereof, if practicable, at lest a week before the commencement of the examination. The Superintendent will return the roll to the District Inspector of Schools as soon as the examination is over.

31. On the first day of the examination the Superintendent of the Centre, in consultation with one of his assistants, will record the age by appearance of each candidate in the descriptive roll supplied to him by the District Inspector of Schools. He will compare and correct, where necessary, the name of the candidate or of his father or any other particular entered in the list. He will send to the District Inspector a list of students, if any, expelled from the examination hall. Any disparity should at once be reported to the office of the Inspector of Schools and also communicated to the candidate concerned.

32. The candidates will be supplied with answer books, blotting paper and ink. They will bring their own pens and inkpots. They should be directed to write on both sides of the paper in the answer books.

33. The Superintendent will be supplied by the Inspector of Schools with a list of the paper examiners. The answer papers of the candidates are to be despatched by the Superintendent in a registered insured cover to the examiner concerned together with a copy of the question paper and a list of the candidates who appear in this subject in the form given below :-

Subject.

Name of district.	Name of centre.	Roll No.	Name of candidate.	Marks to be assigned by the Examiner.	Remarks.
1	2	3	4	5	6

The list will be returned by the paper examiner to the District Inspector of Schools after filling up column 5. Absentee slips should accompany each packet of answer books.

34. The paper examiners are requested to submit the marks to the District Inspector within 15 days of the receipt of answer books. They will preserve the answer books till the publication of the results.

35. The results of oral examination will be recorded in the above form and submitted by the Superintendent to the District Inspector of Schools at the conclusion of each day's examination.

36. The marks will be tabulated in the office of the District Inspector of Schools who will submit the results of all the candidates of the district to the office of the Inspector of Schools by the middle of December. The District Inspector of Schools will then forward to the Inspector a statement showing the names of paper examination and the number of papers examined by each as well as the marks received from the examiners.

37. The Inspector of Schools will declare the results after they have been checked in his office before the Christmas holidays, if possible. The successful candidates will be given certificates by the District Inspector of Schools. There will be two classes of certificates—the first class certificates will be issued to candidates who secure at least 50 per cent. of the marks in the aggregate and the second calss certificates to those who secure at least 33 per cent. of the marks in the aggregate. No candidate will be declared successful unless he secures at least 30 per cent. in each of the compulsory subjects.

38. Primary or *Maktab* Final Scholarships will be awarded on the results of this examination in accordance with the scholarship rules. In awarding scholarships both compulsory and optional subjects should be taken into account.

39. The list of scholarship winners will be published in the *Calcutta Gazette* by the last week of January.

40. The cost of the examination will be met out of the grant placed at the disposal of the Inspector of Schools by the Director of Public Instruction, Bengal, under the head " General—Miscellaneous—Examination charges " in the Education Budget. The total expenditure must not exceed the amount realised from fees and credited to the treasury.

41. Each Superintendent will be supplied with service stamps by the District Inspector. The contingent expenditure must ordinarily not exceed Rs. 30 for every 100 candidates.

(G. O. No. 1133 T.—Edn., dated 18th September 1933.)

42. A small remuneration will be paid to paper setters, paper examiners, oral examiners, invigilators and tabulators, etc., within the funds available.

43. The District Inspector of Schools will submit to the Inspector of Schools an account of the fees realised from the candidates of his district together with duplicate copies of the chalans showing their deposit into the treasury by the first week of October.

44. No re-examination of answer books will be allowed nor will a candidate be permitted to take the oral examination a second time.

45. Fees once deposited will not be refunded, if a candidate fails to appear or withdraws from the examination.

46. A duplicate copy of a pass certificate or an admission card will be issued only on the payment of a fee of eight annas.

Section VI.—Primary Final Scholarship Examination for Girls' Schools including Girls' Maktabs.

47. **Primary Final Scholarship Examination for girls.**—Girls from girl schools shall not be admitted to the Primary Final Examination for boys, but a Primary Final Scholarship Examination shall be held for them under the prescribed regulations contained in the rule relating to scholarships (*vide* Chapter XIII).

Section V.—Primary Preliminary Scholarship Examination.

48. **Primary Preliminary Scholarships examination for boys.**—The rules for the preliminary and final selection of candidates for this examination, the arrangements to be made for its conduct, and the manner in which it should be conducted are detailed in the rules relating to scholarships (*vide* Chapter XIII)

49. **Primary Preliminary Scholarship examination for girls.**—Pupils of girls' school including girls' *maktabs*, may not complete for scholarships tenable in boys' schools and in mixed schools. Special scholarships are provided for them and are awarded on the results of an examination which must be conducted in accordance with prescribed regulations contained in the rules relating to scholarships (*vide* Chapter XIII).

Section VI.—Miscellaneous.

50. **Duplicate Certificates.**—A fee of one rupee shall be levied for the grant of duplicate certificates on the result of the Middle Vernacular and Middle English scholarship examination and of eight annas on that of the Primary Final Examination (*vide* rule 46) and the Primary Preliminary Scholarship examination. The money should be collected by the Inspectors of Schools, recorded in their cash books and subsequently remitted to the treasury as laid down in rule 34 of the Bengal Financial Rules.

51. **Superintendence of Matriculation Examination.**—In Government Order No. 2964P. of the 17th March 1923 it was decided that educational officers, and not executive officers, should be responsible for the Superintendence of the Matriculation Examination of the University of Calcutta in mufassal centres, and that District Magistrates and Subdivisional Officers, should merely take custody of the question papers whenever this becomes necessary.

APPENDIX A.

District.....

Descriptive roll of candidates for the Primary Final Scholarship Examination for Boys' Primary Schools including Maktabs.

Roll No.	Name of candidate.	Father's name.	Religion.	Race.	Caste.	Residence.			Names of optional subjects taken by the candidate.	Age as recorded in the school register.	Age as estimated by the Superintendent.	Pecuniary circumstances.	Name of school from which the candidate appears.	Name of school where the scholarships is to be made tenable with the name of district.	Whether the candidate belongs to the depressed classes, if so, state the name of the tribe.	Remarks.
						Village.	Post office.	District.								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

APPENDIX B.

District.....

Name of centre.	Number of candidates from—		*Number of question papers required for each of the subjects in which writtten examination will be held.					*Number of question papers required for each of the subjects in which oral examination will be held.				
	Primary schools for boys.	*Maktabs* for boys.	1	2	3	4	5	a	b	c	d	e

*(1) Reader. (2) Arithmetic Subhankari. (3) History. (4) Hygiene. (5) Zamindari and Mahajani accounts.

†(a) Geography. (b) Drawing. (c) Manual work. (d) Nature study. (e) English. (f) Reading of unseen passages and manuscripts. (g) Urdu and Ritual. (h) Mental Arithmetic.

APPENDIX C.

Primary Final Examination for Boys' Primary Schools, including Maktabs.

Roll No.

Admit

of

Primary School / Maktab to the Primary Final examination for Boys' Primary Schools, including *Maktabs*, to be held on November 19

at centre in the district of

Dated

19

Subdivisional Inspector of Schools,

Subdivision

District

CHAPTER XI.—THE PROVINCIAL TEXT BOOK COMMITTEE.

Rules for the working of the Provincial Text Book Committee, Calcutta.

I.—Constitution of the Text Book Committee.

1. The Provincial Text Book Committee shall consist of not more than thirty-six members, including the President.

2. The Director of Public Instruction shall be *ex-officio* President of the Committee.

3. The *ex-officio* members shall be as follows :—

(*i*) The Principal, David Hare Training College.

(*ii*) The Principal, Teacher's Training College, Dacca.

(*iii*) The Inspectress of Schools, Presidency and Burdwan Divisions.

(*iv*) The Assistant Director of Public Instruction for Muhammadan Education.

(*v*) The Librarian, Bengal Library.

4. The Director of Public Instruction, except in cases otherwise provided for, shall appoint the remaining members of the Committee, *viz.*, 12 officials and 18 non-officials, as follows : —

Official Members.

(1) One representative of Sanskrit Studies.

(2) One representative of Islamic Studies.

(3) One woman graduate teacher.

(4) One representative of Normal Schools.

(5-8) Four members to represent Inspection, one of whom at least shall be a Muhammadan.

(9-10) Two members to represent Teaching.

(11-12) Two members to represent Primary Education.

Non-official Members.

(13-16) Four members to represent Teaching.

(17-18) Two members to represent Primary Education.

(19-20) Two members of Missionary Societies.

(21-24) Four members to represent Special interests (two for depressed classes ; the other two agriculture or rural interests).

(25-28) Four unofficial educationists (two of whom shall be Muhammadans).

(29-30) Two University representatives, one elected by each University.

(Nine of these members should ordinarily be selected from West Bengal and nine from East Bengal.)

5. Members, other than *ex-officio* members, shall be appointed for a period of three years, and shall be eligible for re-appointment. A member absenting himself without previous arrangement with the President from four consecutive meetings, including sub-committee meetings or leaving India for more than six months, shall be considered to have vacated his membership and a new member shall be appointed in his place. The Director shall have the power at any time to cancel the appointment of any member whom he may consider to have been guilty of improper conduct.

6. The Assistant Director of Public Instruction for Muhammadan Education or the Additional Assistant Director of Public Instruction, as may be conveniently arranged by the Director of Public Instruction, shall work as Secretary to the Committee. If and when the Additional Assistant Director of Public Instruction is appointed Secretary, the Assistant Director of Public Instruction for Muhammadan Education shall cease to be a member of the Committee.

(G. O. No. 549T.—Edn., dated the 23rd May 1929.)

7. The duties of the Secretary shall be—

(*i*) To circulate notices and agenda papers of meetings.

(*ii*) To attend all meetings.

(*iii*) To keep a record of the proceedings of meetings.

(*iv*) To circulate to each member a copy of the proceedings of each meeting.

(*v*) To send to and receive from members and co-opted members of the appropriate sub-committees books submitted for consideration and report.

(*vi*) To receive and answer correspondence.

(*vii*) To have charge of the Library.

(*viii*) To make preliminary examination of the books that are submitted for approval and, with the concurrence of the President to reject those that are obviously unsuitable.

(*ix*) To bring to the notice of the President any books approved by the sub-committees which for any reason appear to him to be open to objection.

(*x*) To perform such other duties as may be required of him.

8. Ordinarily, two meetings of the Committee shall be convened each year—one in the last week of August and the other in November. The meeting in November shall be the annual meeting at which sub-committees shall be constituted for the succeeding year. A list of persons suitable for co-option as members of each sub-committee shall be placed before the meeting by the Secretary for consideraton. All meetings of the Committee shall be presided over by the Director, but in his absence, the members shall elect their own Chairman.

9. The Committee shall appoint seven sub-committees, consisting of members of the Committee and co-opted members, to deal with the following subjects :—

A.—Books in all subjects for Primary Schools.

B.—English.

C.—Mathematics and Science.

D.—History and Geography.

E.—Bengali, Sanskrit and Pali.

F.—Urdu, Persian and Arabic.

G.—Miscellaneous subjects.

Such sub-committees should meet at least once a year in July and deal with the particular branch of the work entrusted to each of them.

10. (*i*) Sub-committee A, dealing with books for Primary Schools, shall consist of 12 members, of whom—

(*a*) At least two shall be members of the Committee directly representing Primary Education.

(*b*) At least five shall be members of the Committee specifically representative of either teaching or inspecting work.

(*c*) The remainder shall be co-opted members.

(*ii*) The other sub-committees shall each consist of nine members, at least five of whom shall be members of the Committee. The remainder shall be co-opted by the Committee.

(*iii*) Each sub-committee shall elect from among themselves a Chairman who shall be a member of the Committee.

(*iv*) If at any time the Chairman of a sub-committee report to the President of the Committee that his sub-committee is unable to deal with all the books received for consideration, the President of the Committee may nominate additional co-opted members.

(*v*) The Secretary of the Committee shall also be *ex-officio* Secretary of each sub-committee.

(*vi*) The number of books approved for each class of a school as Readers in English or in the Vernacular or in Mathematics shall not exceed 30, and the number of books approved in each other subject shall not exceed 15* in the case of each class.

*(G. O. No. 3378 Edn., dated the 8th November 1929.)

11. Fifteen days' notice shall be given of every meeting of the Committee. Twenty members, including the Chairman, shall form a quorum of any meeting. The votes of the majority shall prevail. In case of an equality of votes, the Chairman shall have a casting vote.

12. The Secretary shall prepare the agenda in consultation with the President, and shall circulate a copy of it to all the members of the Committee at least 15 days before the date fixed for a meeting.

The proceedings of the sub-committees shall be circulated with the agenda of the meeting.

13. The proceedings of every meeting shall be forwarded by the Secretary to the Director.

14. Meetings of the sub-committees shall be convened by the Secretary. He shall give at least ten days' notice of each meeting. Seven members in the case of sub-committee A and five members in the case of other sub-committees, including the Chairman, shall form a quorum of any meeting.

The Secretary shall keep a record of the proceedings in a book provided for the purpose. In case of an equality of vote, the Chairman of the meeting shall have a casting vote.

II.—The Functions of the Text Book Committee.

15. The Committee shall frame its own supplementary rules; and it may, through the Secretary, address the Text Book Committees of other provinces direct.

16. The functions of the Committee shall be advisory. Its chief duties shall be—

(*i*) To recommend text books for Secondary and Primary Schools or *Maktabs*.

(*ii*) To recommend books for libraries and prizes.

(*iii*) To report on any matter concerning text books which may be referred to it by the Director of Public Instruction.

(*iv*) To propose the preparation of new books when, in their opinion, existing publications are not suitable or when no books of the kind required are available.

17. In making recommendations, the Committee should observe the following limits: The number of books approved for each class of a school as Readers in English or in the Vernacular or in Mathematics shall not exceed 30; the number in each other subject shall not exceed 15* in the case of each class. The maximum number of books recommended for school libraries and for prizes shall not exceed 500, but this list shall be regarded as suggestive only and not exhaustive.

*(G. O. No. 3378 Edn., dated the 8th November 1929.)

18. The Committee shall not consider books intended for use in European Schools, unless they are specially referred to the Committee for opinion by the Government, or by the Director of Public Instruction.

19. Opinions of absent members may be submitted in writing, but shall not count as votes at any meeting.

20. Members of the Committee shall not be debarred from writing books, but they shall be called upon to withdraw from meetings when their books are under discussion, and they shall not record any opinion on them.

III.—Duties of Schools in relation to the Approved Lists of Books.

21. All text-books used in Government and Government-aided schools shall be selected from the list of authorised text-books and managers of aided schools are liable, if they use any text-book not included in the authorised list, to—

(*a*) forfeiture of grant-in-aid;

(*b*) forfeiture of scholarship rights.

22. The selection of text-books for an unaided High School shall be made, after due consideration of the list of authorised books approved by the Director of Public Instruction on the recommendation of the Provincial Text-book Committee, by the Headmaster with the approval of the Managing Committee of the school (*vide* rule 36 of the School Code).

23. If the Inspector of Schools is of opinion that an undersirable book has been prescribed for any unaided High School, he should bring the fact to the notice of the Managing Committee and, if necessary, communicate with the University on the subject.

24. Candidates from an unaided Middle School are liable to be excluded from competition for a Government scholarship if text-book, which are not on the approval list, are in use in the school in question.

(G. O. No. 1927 Edn., dated the 17th/18th July 1931.)

IV.—Submission of Books to the Text Book Committee and Action Thereon.

25. During the first week of January in each year, the Director shall issue a notification in the *Calcutta Gazette* to authors and publishers regarding the receipt of text books for consideration and inclusion in the test book list, and it shall be in his power to restrict the submission of text books in any subject to the specified requirements.

26. Books which are submitted for approval as text books shall, in the first instance, be forwarded to the Secretary by authors and publishers by the end of March of each year. Six copies of each book shall be forwarded with an application in the following form :—

(*i*) Name of book.

(*ii*) Class or standard for which it is intended.

(*iii*) Name of author.

(*iv*) Address of author or publisher.

(*v*) Name of publisher.

(*vi*) Name and address of press where printed.

(*vii*) Price.

It should also be stated whether the book has been submitted previously for approval, and, if so, with what result.

27. Every book submitted by the Secretary to the Committee shall be read and reported on by three Readers who shall be either members of the appropriate sub-committee or additional members co-opted in accordance with Rule 10 (*iv*).

28. Reports by Readers shall be submitted under the following heads, with any additional remarks that may be necessary :—

(*a*) Subject matter with special reference to the prescribed syllabuses : general remarks.

(*b*) Whether there is anything in the book which could offend any section of the community.

(*c*) Whether the book contains any sentiments which are morally or politically objectionable.

(*d*) Language.

(*e*) Price.

(*f*) Printing, binding and get-up.

(*g*) Grade of school for which the book is suitable.

(*h*) Whether the book is suitable as a text book or as a library and prize book.

(*i*) If the book be suitable as a text book, the class in the school for which it is recommended.

(*j*) Whether the book is of a definitely superior type having regard to the books already approved for the subject and class for which the book under examination is suitable and intended.

29. A list of the books on which each sub-committee has recorded its opinion will be circulated to the members of the Committee who will also be supplied by the Secretary with a list of the books rejected at the preliminary examination during the year, together with a brief statement of the reasons for rejection at the preliminary examination in each case. Members of the Committee will be entitled to obtain from the Secretary a copy of any book on those lists which they may desire to examine, or the book may be examined at the office of the Secretary. The lists will be placed before the Committee at its meeting in August for approval. It shall be open to any member of the Committee to raise a question with regard to any book included in the lists. The decision of the Committee will thereafter be forwarded to the Director of Public Instruction.

Authors and publishers shall not, as a matter of right, be informed of the reasons why a book has not been included in the approved list.

(G. O. No. 3378 Edn., dated the 8th November 1929.)

30. Any book approved for use in schools as a text book shall normally remain on the list for three years. Authors or publishers who desire the book to remain on the approved list are required to apply in the third year of such period for renewal of recognition, forwarding a copy of the latest edition of the book, in the manner prescribed for the submission of new books. Failing such application, the book is liable to be removed from the list without notification. No book shall, without cogent reasons, which shall be communicated to the publishers, be removed before the expiry of three years from the date of recognition. The approved list shall be revised from time to time, in accordance with a procedure to be prescribed in supplementary rules framed by the Committee in accordance with its powers under Rule 15.

31. Prior to the publication of a new edition, all addition, alterations or omissions in the text of a sanctioned book must receive the sanction of the Committee.

32. Books submitted to the Secretary shall always be in print.

33. List of books suitable as text books, and for school libraries and prizes shall be published in the *Calcutta Gazette* under the authority of the Director in September of each year.

V.—Miscellaneous.

34. Books prescribed by the University of Calcutta for the Matriculation Examination and the Dacca Intermediate Board for the High School Examination shall be considered as included in the sanctioned list, and shall be appended to it.

35. Specimen copies of all books approved by the Department shall be kept in the Text Book Committee Library during the period of approval, and for at least three years thereafter.

36. Non-official members of the Text Book Committee attending meetings of that body from such a distance as would ordinarily entitle a Government official to travelling allowance may be allowed travelling allowance as provided in Subsidiary Rule No. 182 of the Fundamental and Subsidiary Rules of Government. Official members may be allowed travelling allowance according to the ordinary rates. Bills for petty contingencies connected with postage, etc., may be sent by members to the Secretary who will pay them out of his contingent allotment. Travelling allowance bills for attendance at meetings will be countersigned by the Director or an Assistant Director on his behalf after submission through the Secretary.

37. The Secretary shall submit to the Director by the 30th November each year, a brief report on the work of the Committee, including the number of books reviewed, the number of books recommended, the meetings held, and any special features of the year.

38. In the case of any dispute as regards the interpretation of any of the above rules, the decision of the Local Government shall be final.

(G. O. No. 4429 Edn., dated the 11th November 1927.)

CHAPTER XII.—BUILDINGS.

Section I.—Government Buildings.

(*a*)—General.

Before any project is administratively approved, the Director of Public Health should be consulted and, in the case of important buildings, the site and its immediate surroundings will be inspected by him.

(Director of Public Instruction's Circular No. 176, dated the 23rd December 1905.)

2. No buildings with roofs of thatch or other inflammable material should be constructed within a radius of fifty yards of a building constructed of permanent materals. This radius is a minimum, which should be exceeded where possible.

(Director of Public Instruction's Circular No. 91, dated the 11th July 1905.)

3. Some educational buildings are constructed and maintained by the Public Works Department and some departmentally.

(*b*)—Public Works Department Buildings.

4. **Classification of works.**—Works are of two kinds, namely, (1) "Original Works" and (2) "Repairs or Maintenance."

5. Original works include all new constructions whether of entirely new works or of additions and alterations to existng works except as hereinafter provided (*vide* rule 6); also all repairs to newly purchased or previously abandoned buildings required for bringing them into use.

6. When a portion of an existing structure or other work is to be replaced or remodelled, whether or not the change involves any dismantlement, and the cost of the change represents a genuine increase in the permanent value of the property as an asset, the work of replacement or remodelling as the case may be, should be classed as "original work," the cost (which should be estimated if not known) of the portion relaced or remodelled being credited to the estimate for "original work" and debited to "repairs." In all other cases, the whole cost of the new work should be charged to "repairs."

7. Original works are again divided into (1) major works and (2) minor works.

Major works are those which are estimated to cost more than Rs. 10,000 and which require the administrative approval of Government, while minor works are those which are estimated to cost not more than Rs. 10,000 and which may, except in the case of residential projects, which must in all cases be administratively approved by Government, be administratively approved by the Director, or officers subordinate to him, within the limits of their powers of sanction. These limits are as follows :—

	Rs.
(1) The Director	10,000
(2) Inspectors of Schools and Governing Bodies of the Presidency and Bengal Engineering Colleges	1,000
(3) Governing Bodies of other Government Colleges	500
(4) Principals of Government Colleges ..	100

8. Major works must be specifically provided for in the budget of the Public Works Department, while minor works are financed from the allotment placed by the Public Works Department at the disposal of the Director and distributed by him among officers who have power to initiate and finance such works (*vide* rule 7).

9. In addition to the projects described in rules 5 and 6, the following projects also come under the category of minor works :—

(1) Clearing, fencing, levelling and demarcation of sites of educational institutions.

(2) Construction of roads, gateways, compound walls, culverts, bathing sheds or platforms, privies, urinals.

(3) Excavation of wells, tanks, construction of reservoirs.

(4) Additions to and alterations in floors, walls and roofs of schools or colleges or of buildings attached thereto.

(5) Provision of doors, windows, staircases, racks (fixed to walls or floors), electric lights or fans, water-pipes or hydrants, partitions, passages, sky-lights, etc.

10. Officers who have powers to initiate and finance minor works projects (*vide* rule 7) shall be guided by the following orders :—

Director of Public Instruction's Circular No. 191, dated the 15th November 1916.

(*i*) A list of minor original works arranged in order of urgency should be maintained by them which should be financed as funds become available, precedence being given to such works as are of the most urgent nature.

(*ii*) If the cost of a project does not exceed the amount which the authority concerned is empowered to sanction he should, if necessary, ascertain the views of the Director of Public Health on the plans and estimate (*vide* rule 1).

(*iii*) When the Director of Public Health has signified his approval of the project, the authority concerned will allot the necessary funds, from the minor works grant at his disposal, to the Executive Engineer and should also accord sanction to the project.

(*iv*) In case the Director of Public Health does not accept the plans, they should be returned to the Executive Engineer for revision, in the light of the criticisms made by the Director of Public Health whose final approval of the plans is necessary. No funds should be allotted until the revised plans and estimates have been approved by the Director of Public Health.

(*v*) All correspondence relating to works within the powers of sanction of the authority concerned should be held direct with the Executive Engineer and the Director of Public Health without reference to the Director of Public Instruction.

(*vi*) Projects which the authority concerned is not competent to sanction should be submitted to the office of the Director for sanction and allotment of funds.

(*vii*) If it is intended to finance any urgent scheme, which requires the sanction of the Director, from the minor works allotment at the disposal of the authority concerned, such intention should be clearly stated in the application for sanction, and the cost of the project (or as much of that cost as remains unspent from his allotment) should at the same time surrendered to the Director's office.

(*viii*) Any prospective savings from the minor works grant should be reported to the Director not later than the 1st November each year, so that they may be regranted by him for works of greater expense than it is in the competence of the authority concerned to sanction or given to officers who, for special reasons, have need for larger grants.

(*ix*) In the case of projects relating to "residential quarters", it is necessary to obtain the administrative approval of Government in the Administrative Department concerned in case the cost exceeds Rs. 200; if the cost does not exceed Rs. 200 the administrative approval of Government in the Public Works Department should be obtained. The expenditure is to be met from the allotment at the disposal of the Director. All such schemes should, therefore, be forwarded to the Director with necessary details and recommendations for submission to Government.

(*x*) The allotment for minor works placed at the disposal of a Governing Body should be utilized by them for the improvement of buildings occupied by the attached schools, if any, as well as of those occupied by the college.

(*xi*) If a project is to be financed out of the allotment at the disposal of the authority concerned, the Director should be requested to return the relative plans and estimates, if previously submitted to his office.

(*xii*) A statement of amounts sanctioned in each month should be submitted to the Accountant-General, Bengal, in the following form in the first week of the succeeding month :—

Statement showing expenditure sanctioned for minor works by the undersigned during the month of 193 .

Serial No.	Executive Engineer by whom the work is to be carried out.	Name of work and locality.	Amount of estimate.	Amount of appropriation	Remarks
1	2	3	4	5	6

11. **Procedure for execution of original works.**—When original works are to be executed the following procedure shall apply :—

(1) The work must be reported by the local officer of the Department to the authority competent to accord administrative approval to the project unless he is himself the competent authority (*vide* rule 7). The application should be accompanied by such sketch plans, description and explanation of the necessity for the work as may be necessary, together with an estimate of the approximate cost.

(2) If approved by the competent authority, the latter will advise the preparation of necessary plans and estimates, with a proper report and specification, which will be prepared under the orders of the Executive Engineer and countersigned by him in token of approval.

(3) The plans and estimates will then be sent to the requisitioning officer of the Department for countersignature. The latter, if he is not himself competant to accord administrative approval to the project and to allot funds for the purpose, will submit it to the competent authority for administrative approval and allotment of funds. When the approval has been given and funds have been allotted the Executive Engineer will sanction the estimate, if it be within his powers of technical sanction, or in the alternative, will submit it for technical sanction to the Superintending Engineer, who will, should it exceed his powers of technical sanction , forward it to Govern-ment. (*Vide* Bengal Delegation Orders and Bengal Government, Public Works Department, Resolution No. 3815-3933A., dated the 17th September 1921.)

12. **Repairs.**—The term "repairs or maintenance" indicates primarily operations undertaken to maintain in proper condition buildings and works in ordinary use. It also includes new works in the circumstances indicated in rule 6.

Repairs are ordinarily of three kinds : first, those which as a matter of regulation are carried out periodically, such as the painting and white-washing of a building ; second, those which are not done as a matter of regulation periodically, but which it is convenient to carry out, so far as may be necessary, at the time of periodical repairs ; and third, such occasional or petty repairs as become necessary from time to time, and which may have to be carried out between the times of periodical repair.

13. All annual and petty repairs that may be necessary during the intervals between quadrennial repairs to buildings borne on the books of the Public Works Department must be carried out by the agency of that department, except that the educational officer in charge of the building is responsible for all petty repairs of doors and windows, their fastenings and glass, repairs of thatch and tiles, the repair of ceiling cloth, punkha and other fixtures, and all charges which can be executed by an ordinary mistri without skilled supervision. He should make some person of his establishment answerable for the general condition of the building including the glass in each room and the fixtures, such as doors and windows and their fasteners, thatch and tiles and ceiling cloth and punkhas ; for keeping a watch on the attacks of white-ants ; for paying strict attention to the cleanliness of the interior and the neatness of the exterior of the building and of its surroundings, and for keeping the rainwater pipes and surface drains (where such exist) free from all obstruction. Charges for such items should be drawn by the officer concerned in his contingent bills.

14. Repairs to sanitary, water-supply and electrical installations in Government buildings must be carried out by, or through the agency of, the Public Works Department, except in special cases under the orders of Government.

15. The instructions given in rule 13 do not apply to residential buildings. All repairs to such buildings will be executed and accounted for by the Public Works Department, whether rent for the building is recovered from the occupier or not.

16. Executive Engineers are responsible for all buildings and land in their charge. No additions or alterations may be made to buildings borne on the books of the Public Works Department, and no fresh structures may be erected on land attached to such buildings, irrespective of the fund from which the cost of the work is met, without the previous sanction of the Public Works Department.

17. **Provision for all repairs to buildings borne on the books, of the Public Works Department is included in the budget of that department. No expenditure should be incurred by officers of the Education Department, out of the funds placed at their disposal for petty construction and repairs, on buildings borne on the books of the Public Works Department, except on account of petty repairs of fixtures and the replacement of broken glass in doors and windows required in the intervals between periodical repairs done by the Public Works Department** (*vide* rule 13).

18. **Punkhas.**—The following special rules have been laid down for the supply and repair of punkhas in buildings borne on the books of the Public Works Department :—

[Public Works Department (Accounts) No. 994-102SA., dated the 7th February 1914.]

(1) Punkhas including the poles and attached flaps, suspending ropes and hooks, tubes and pulleys should be provided and maintained by the Public Works Department.

(2) Punkha frills, covering for the flap and pulling ropes or canes should be considered as furniture and as such the cost of their supply, repairs and renewals must be borne by the department in occupation of the buildings from their contingent grant in the case of public offices, and by the tenants in the case of residential buildings.

(3) Hanging and removal of punkhas in Government buildings borne on the books of the Public Works Department should, when necessary, be carried out by that department, the charges incurred being debited against the annual repair grants of the buildings concerned.

19. **Selection of sites.**—The selection of sites for public buildings is governed by the following rules :—

(Public Works Department Circular No. 1B., dated the 25th February 1913.)

(1) The site of every building should, if possible, be definitely settled before the detailed designs and estimates are prepared.

(2) The selection of sites for civil buildings shall ordinarily be made by a Committee composed of—

President.

The District Officer.

Members.

The Civil Surgeon.

The Executive Engineer.

An officer representing the department concerned.

In outlying stations officers may, on their own responsibility, delegate their subordinates to represent them on the Committee.

This Committee will be assembled by the District Officer at the request of the Executive Engineer.

He will prepare a plan of the site selected, embodying information on such points as may be necessary in each case, e.g., if the site is on land liable to be

flooded, the highest flood-level should be shown with reference to the general level of the site. He will forward this plan, with the proceedings of the Committee, after both have been countersigned by the members, to the Superintending Engineer of the Circle.

(3) If the officers composing the Committee are unable to agree as to the site proposed, the case should be decided by the Commissioner of the Division. A note of any objections made should be attached to the proceedings of the Committee. After deciding the case so referred, the Commissioner will communicate his decision and send the plan of the site approved by him to the Superintending Engineer, and at the same time he will communicate his decision to the President of the Site Committee.

(4) The Superintending Engineer will, if he approves of the site and arrangement of the buildings, countersign the plan and forward it with the proceeding to the Head of the Department concerned for countersignature and transmission to the Commissioner of the Division for his sanction and countersignature, and return to the Executive Engineer. If he does not approve of the site or arrangement of the buildings, the Superintending Engineer will discuss the matter with the President of the Site Committee, and, if unable to agree, will forward the plan to the Head of the Department concerned with his opinion.

(5) In cases where the views of the Head of the Department differ from those of the local authorities, the matter should be referred for the decision of Government.

(6) In the case of important buildings. Heads of Departments will, before countersigning the plan, send it to the Director of Public Health for opinions.

(7) Two plans are required. In addition to the block plan which shows the position of the subsidiary buildings with reference to the main buildings of the site selected, a small scale plan is required showing the position of the site with reference to its surroundings on north, south, east and west.

(c) Departmental Buildings.

20. Departmental buildings may only be constructed by departmental officers with the sanction of the Director which will rarely, if ever, be given, as the construction of such buildings involves recurring charges in the budget of the Education Department for repairs or maintenance. When, however, they are undertaken, they must be constructed in accordance with plans or specifications prepared or accepted by, and under the professional supervision of, an Engineer recognised by the Public Works Department, while the approval of the Public Works Department should previously be obtained if a departmental building is to be constructed on land borne on the books of that department.

21. Expenditure on construction and repairs executed by officers of the Department is treated as contingent expenditure and classified as construction (petty) and repairs only when it does not exceed Rs. 2,500 in amount. When it exceeds that sum, and the work is still executed by the Department, the expenditure is treated as "works" expenditure of the Department, but this can only be done if the Department has been specially vested with the administrative control of the expenditure. When, however, a work is estimated to cost over Rs. 5,000, the execution of the work should ordinarily be entrusted to the agency of the Public Works Department.

Note.—The limit of Rs. 2,500 applies to the amount of each individual estimate whether it relates to one building or a group of buildings.

22. **Procedure.**—When it is desired to construct a departmental building, a report should be submitted to the Director, showing the necessity for the building. This should be accompanied where there can be little doubt of its being sanctioned, by a plan of the proposed building, a site-plan showing the land and the buildings on it, both existing and proposed, with dimensions drawn to scale, and an estimate of the probable cost.

23. **Construction of buildings.**—Departmental buildings may be constructed either departmentally or through contractors in accordance with rule 156 of the Bengal Financial Rules, 1924.

24. **Transfer of buildings.**—If it is desired to transfer any departmental building to the books of the Public Works Department, an application will be made by the Director to Government in that department.

25. **Destruction of buildings.**—Whenever an educational building is burnt or blown down or destroyed in any other way, an enquiry will be made by the officer immediately subordinate to the Director in whose charge the building was and he shall report to the Director, explaining the cause of the disaster. In case of a fire due to unproperly protected lights or negligence in cooking operations, it will be a question whether the officer in fault shall not be held pecuniarily responsible for the accident.

26. **General instructions for the protection of Government buildings from fire in Bengal.**—(1) Protection against fire should consist of buckets and tanks filled with water or sand. Patent and chemical fire extinguishers may also be supplied, but these should be of a type approved by the Chief Officer, Calcutta Fire Brigade.

(2) As regards buildings borne on the books of the Public Works Department, exclusive of residential buildings, tanks and buckets or patent and chemical exstinguishers will be supplied by the Public Works Department. But if an officer occupying a building wishes to have the tanks and buckets replaced by patent or chemical extinguishers, he may purchase these from his office contingent grants, the Public Works Department bearing the cost of the brackets for carrying the extinguishers.

(3) As regards buildings not borne on the books of the Public Works Department, the administrative departments concerned should make their own arrangements for the supply of tanks, buckets and extinguishers.

(4) The provision of such appliances should be made under "Original works" in the first instance, and should in all cases be provided in new buildings. The buckets should have rounded bottoms and be kept hung on hooks. The tanks should be covered with the cheapest durable material possible with a hinged door large enough to permit of several buckets being dipped into them at a time.

(5) As regards Collectorate and civil court record rooms, the use of up-to-date fire extinguishers is recommended as being more effective than buckets, for the reason that a jet of extinguishing fluid can be thrown a considerable distance and height in confined spaces such as are met with in record rooms.

(6) Renewals of tanks and buckets or of extinguishers whether supplied by the Public Works Department or replaced by civil offices (*vide* paragraph 2) should come under the head of "Repairs". The officer in charge of the building should be made responsible for the replacement of the fire buckets and for petty repairs to these buckets, and for the purchase and storage of refills in

some place which is easily accessible and not liable to fire. The Public Works Department should arrange for the repairs to the tanks and for the replacement of worn out and damaged extinguishers.

(7) In the case of buildings at Calcutta, the farashes and other menials, and the police on the premises, should be instructed in the use of fire extinguishers, and their duties on discovering a fire should be carefully explained to them. These men will, where there is a caretaker, be under his orders and he will have only to see that they are instructed and understood what they have to do when they discover a fire, and also to see that all the fire appliances are kept in working order.

Where there is no caretaker, the head of the office occupying the building must arrange for a member of his office staff to carry out the duties of a caretaker as above in each case.

The first thing to be done is to use the extinguisher and ring the alarm bell. If necessary, the caretaker or the officer appointed to carry out the duties will then telephone for the fire brigade. Where there are hydrants and hose, these should be connected up and water thrown on the fire, *as soon as possible*, if it has not yielded to the extinguishers.

(8) In the case of the mufassal, the head of the office occupying the building should appoint a responsible officer whose duty will be to see that the tanks and buckets are kept in good order and full of water, and that they are periodically emptied and refilled, that chemical extinguishers are in working order and that there are sufficient refills in stock and that their uses are understood by the menials and others employed on the premises. This duty of care and custody should not be left to a menial, but should usually be entrusted to a Nazir in the case of the Collectorate or civil court building. It has been noticed by inspecting officers that the buckets are frequently empty, that they are chained by a padlock, and that the tanks are used as receptacle for waste paper. It is the duty of inspecting officers, and specially of the Public Works Department officer in charge of civil buildings, to see that the tanks and buckets are kept in proper order. It is better to run the risk of theft than to keep buckets, which may be most urgently wanted, chained up by a padlock.

The officer responsible should instruct all menials as to what they should do on the outbreak of a fire.

(9) The Executive Engineer in charge of the building will inspect the fire appliances once every year and submit a report on the same on the 1st July to the Superintending Engineer who will take necessary action on his report.

(10) As regards residential buildings, the supply of fire appliances should not be undertaken by the Public Works Department.

(Public Works Department Circular No. 2B, dated the 28th October 1925.)

In all cases of fire due to or suspected of being due to electrical causes in Government buildings—

(*a*) Immediate information should be sent direct to the Executive Engineer, Electrical Division, concerned and the electrical installation should not be interfered with, other than to the extent necessary to extinguish the fire, until the Executive Engineer has caused the site to be inspected by a responsible officer.

(*b*) The information should be given if possible by telephone to the Executive Engineer's office or residence or by special express letter or telegram, if telephonic communication is not possible.

2. The above procedure will not necessarily apply to fires in small mufassal stations which are situated at a considerable distance from the Electrical Executive Engineer's office but even in those cases, a report of the circumstances and the action taken should be sent to the Electrical Executive Engineer immediately.

(Government of Bengal, Public Works Department, order No. 1299-1390B. dated the 13th May 1932.)

27. **Repairs.**—All repairs to departmental buildings are carried out departmentally. The officer responsible should budget each year for the sum likely to be required for repairs during the following year.

28. Amounts sanctioned from the Education budget for petty construction and repairs may not be made over to an officer of the Public Works Department, either by transfer or in cash, with a view to his carrying out the work. When it is considered necessary that any work, provided for in the Education budget, should be done through the agency of the Public Works Department, an application should be made to the Director with a view to the matter being submitted to Government for orders. Should Government direct that the work should be done through the agency of the Public Works Department, the charge will be met from the budget of that department. This rule does not prevent an officer from obtaining the opinion or advice of the Executive Engineer on any work to be carried out, so long as the actual supervision of the work and disbursement of funds is not made over to the Executive Engineer.

29. **Sale of buildings or sites.**—If an old building is to be sold as a consequence of the erection of a new building, an estimate of the amount which it or its materials are likely to realize must accompany the application for permission to erect the new building. Similarly, if an old site is to be given up, the precuniary result of its disposal must be stated. The amount realized should be paid into the treasury and not used for expenditure.

(*d*) Land Acquisition.

30. **Matters to be considered when selecting land for acquisition.**—When the acquisition of land is desired the officer concerned who selects the land on behalf of the department is bound to see that the interests of Government of the public and of private individuals are duly considered, and that sites and alignments are chosen so as to cause the minimum of expenditure, annoyance and loss compatible with the attainment of the object for which the land is required. In particular he will avoid land which contains any religious buildings, tombs or grave-yards or lands to the acquisition of which there is likely to be religious objection. In cases of doubt he will consult the Collector. The detailed procedure to be observed in the acquisition of land is set forth in the Bengal Land Acquisition Manual.

31. **Selection of sites for public purposes in Calcutta.**—In Calcutta there have been cases in which building sites have been acquired at the instance of certain departments of this Government without reference to the Public Works Department, with the result that on examination it has been found that the sites are either tank filled and almost impossible to build on except at great expense, or that the site is covered with old buildings, the removal of which endangers adjoining property and results either in litigation or in the loss of a considerable portion of the site by the construction of buttresses to support the adjoining property before building operations can be commenced.

In order to safeguard the interest of Government, it has been decided that no sites within the Municpal area of Calcutta should be acquired without approval by a Site Selection Committee composed of—

President.

(1) Commissioner, Presidency Division.

Vice-President.

(2) Superintending Engineer, Presidency Circle.

Members.

(3) Consulting Architect, Bengal.

(4) First Land Acquisition Officer, Calcutta.

(5) Assistant Director of Public Health, Presidency Circle.

(6) Deputy Commissioner of Police, Headquarters.

(7) Co-opted member representing the department requisitioning the acquisition.

Officers may on their own responsibility delegate officers subordinate to them to represent them on the Committee. This Committee will be assembled by the President at the request of the Superintending Engineer. The Superintending Engineer should preside in the event of the Commissioner not being present.

(1) The Superintending Engineer will advise the Committee on the points noticed in paragraph 147 of Bengal Public Works Department Code.

When the officers comprising the Committee have come to an agreement as to the site to be selected, the Superintending Engineer will have a plan prepared of the site embodying such information as may be necessary in each case, and will forward this plan, with the proceedings of the Committee, after both have been countersigned by the members, to the officer making the requisition.

(2) If the officers composing the Committee are unable to agree as to the site proposed the case will be decided by the Chief Engineer, Public Works Department, in consultation with the Administrative Department concerned. A note of any objection made should be attached to the Proceedings of the Committee. After deciding the case so referred, the Chief Engineer, Public Works Department, will communicate his decision and send the plan of the site approved by him to the Superintending Engineer and at the same time will communicate his decision to the President of the Site Committee. The decision of the Chief Engineer, Public Works Department, will be final.

(3) The Committee should see that the building proposed to be erected does not interefere with, and is not interferred with by adjacent buildings as regards ancient rights, access to a main street, drainage and ventilation.

(4) The Committee must satisfy themselves that the proposed site does not fall partly or wholly within a Corporation or Calcutta Improvement Trust road or street alignment and if necessary a reference on this point should be made to the Superintending Engineer. (Vide Government of Bengal, Public Works Department, No. 1185 B., dated 26th April 1928.)

The above rule is applicable to cases of land acquisition in suburbs also, which include the area under the jurisdiction of the following police-stations :—

North suburbs.—Cossipore, Chitpore, Maniktolla, Belliaghata, Entally and Beniapukur.

South Suburbs.—Ballygunge, Bhowanipore, Tollygunge, Alipore, Watgunge and Garden Reach;
and that the Land Acquisition Officer, Alipore, should be added to the said Committee to act in cases arising in the suburbs.

(Public Works Department Circular Memorandum No. 3347-B., dated 20th September 1929.)

Section II.—Miscellaneous.

(*a*) Educational officers entitled to free quarters.

32. The conditions for the grant of free quarters to Government officers are contained in Fundamental Rule 45AV. The following principles are generally observed in the grant of rent free quarters :—

(*i*) (*a*) When a substantial proportion of the students of a Government college are resident in hostels adjoining or near to the college building the Local Government may, provide free quarters for not more than the Principal and one Professor, on the condition that definite duties are assigned to the officers thus privileged in connection with the supervision and physical welfare of the students.
For being eligible for such free quarters, the officers concerned are expected to live within one furlong of the College and Hostels.

(*b*) Allowances will not ordinarily be given in lieu of free quarters.

(*c*) The provision of residences being directly and immediately connected with the duty of supervision, shall in no case be regarded as a right or claimed by seniority, but the residences shall be assigned to those members of the college staff who are considered best fitted for the duty.

(*ii*) The Local Government may grant at their discretion free quarters on the school premises to teachers employed in Government schools on condition that definite duties are assigned to each master thus permitted to reside in the school premises.

33. A " List of officers enjoying rent-free quarters, Provincial " is maintained by the Public Works Department in respect of buildings borne on the books of that Department.

34. Under clause V of Fundamental Rule 45A, the Government of Bengal have decided that so far as servants under the administrative control of this Government are concerned, the concession of rent-free quarters will, in future, be complete, i.e., no additional charge will normally be made in respect of sanitary, water-supply and electric installations.

(G. O. No. 3058F., dated the 5th August 1928.)

(*b*) APPLICABILITY OF FUNDAMENTAL RULE 45 TO A GOVERNMENT SERVANT ON LEAVE.

35. A Government servant who goes on leave, other than leave on average pay not exceeding four months, should be held to have ceased to be in occupation of the building which he occupied from the date of commencement of such leave, unless for any reason the Local Government decides otherwise.

(India Government, Finance Department, No. F.-198-C.S.R.—25, dated the 21st August 1925.)

36. Where an officer provided with a Government residence and paying a provisional rate of rent proceeds on leave and sublets the residence on that rate and where, in his absence, the standard rent of the building is fixed at a figure which is higher than both the provisional rate of rent and 10 per cent. of his emoluments, he shall be liable for the full assessed rent subject to the 10 per cent. limit.

(India Government, Finance Department, No. F.-259-C.S.R.,dated the 3rd January 1925.)

NOTE.—Fundamental Rule 45 applies only to residences leased, acquired or constructed at the expense of a Local Government (including the Central Government in that capacity) and supplied to an officer under its administrative control. It does not apply to residences belonging to one Government and supplied to an officer paid from the revenues of another Government. It applies, however, to residences belonging to the Central Government but under the control of the Local Government acting as Agent to the Governor-General in Council, which are supplied by the Local Government to Government servants under its administrative control but paid from the Central Revenue. (India Government, Finance Department No. F-223-C.S.R., and F-233-C.S.R., dated 30th July 1925 and 6th January 1926, respectively.)

(*c*) PAYMENT OF OCCUPIER'S SHARE OF MUNICIPAL TAXES.

37. **Payment of municipal taxes.**—(1) The following orders govern the payment by officers occupying Government residences, i.e., residences belonging to Government or hired by Government for occupation by their officers of the municipal taxes which by local rule or custom are recoverable from the tenant.

(Finance Department Circular Nos. 990-1059F., dated the 17th February 1927.)

(*a*) *Officers on a pay not exceeding Rs. 150 per mensem.*—The Local Government exempt from the payment of the occupier's share of municipal taxes (whether the amount is based upon the rental or the actual amount of service rendered) all officers occupying Government residences whose pay does not exceed Rs 150 per mensem.

Note.—In these cases the occupier's taxes will be paid by the heads of offices concerned.

(*b*) *Officers other than those mentioned in (a) above who occupy Government residences within the Calcutta Municipal area.*—The Local Government reduce the amount of taxes based on the rental value of the house and payable by the occupier to an amount equivalent to 1per cent. of the officer's pay. [But where the taxes are less than 1 per cent. of the officer's pay, the actual taxes should be recovered (*vide* Finance Department Crcular No. 2560-2629F., dated 4th July 1928).] In these case the occupier's taxes will be paid in the first instance by the head of the department concerned and the amount

payable by the occupier under this rule will be recovered monthly from the occupier by deductions from his pay. The heads of departments concerned will be responsible for seeing that these recoveries are regularly and correctly made.

NOTE.—The exemption in this clause does not apply to charges which are levied, not on the basis of rental, but as payment for a definite amount of service rendered, e.g., quantity of water or electric current supplied. Charges of the latter nature must be borne by the tenant, unless specially exempted therefrom by the orders of Government.

[The concession referred to in paragraph 1 (*b*) above is also extended with effect from 1st April 1927, to Government servants occupying Government residences within the Howrah Municipal area. (*Vide* Finance Department Circular Nos. 24-80F., dated 2nd January 1929).]

(*c*) All officers not included in (*a*) and (*b*) above, who occupy Government residences, are liable to pay the entire amount of the occupier's share of the municipal taxes, including the one-fourth share of the water-rate referred to in section 281 of the Bengal Municipal Act, 1884.

NOTE 1.—The Local Government have from time to time exempted certain officers from the payment of the occupier's share of the taxes on residence which they are compelled to occupy solely, for the proper performances of their duties. These exemption will remain in force so long as these officers occupy the posts, or exactly similar post, to which the exemptions at present supply.

NOTE 2.—If the residence occupied by an officer falling under (*b*) and (*c*) above forms part of a building which is partly used as a residence and partly as an office and the like, and if the residential portion is not separately assessed to taxes, the total taxes payable by the occupier shall be apportioned between the portion occupied by the officer as residence and the portion occupied as office or the like, by the head of the department concerned in consultation with the Public Works Department and the Accountant-General, Bengal.

(2) The following procedure will be followed by departments responsible for the recovery of taxes in clause (*b*) above.

(*i*) Each head of a department will maintain a register in P. W. A. Form No. 49. The word "rents" in the heading will be changed to "taxes," and for the column showing "standard rent" will be substituted a column showing the occupier's share of taxes as assessed on the building.

(*ii*) Recoveries will be made by monthly deductions from the pay bills of the officers concerned. The head of the department will, before the close of each month, send a statement in duplicate in P. W. A. Form 48 (the heading of which will be changed to "Statement of taxes recoverable from pay bills") to the Accountant-General, Bengal, or the Treasury Officer concerned, who will make necessary recoveries and return one copy of the statement duly completed.

NOTE—(1) The Treasury Officer will recover the amounts specified without prior reference to the tenants.

(2) If the pay of an officer falling under clause (*b*) above be changed retrospectively the amount of taxes payable will also be changed retrospectively.

(*d*) RENT PAYABLE BY OFFICERS WHOSE PAY DOES NOT EXCEED Rs. 100 A MONTH.

38. Government servants, not subject to special rules, who occupy quarters leased, acquired or constructed at Government expense and whose emoluments, including compensatory allowance other than travelling allowance from whatever source received, do not exceed Rs. 100 per mensem shall pay rent as follows :—

(*i*) If such emoluments are less than Rs. 25 per mensem, the rent shall be waived.

(*ii*) If such emoluments exceed Rs. 25 per mensem or more, but do not exceed Rs. 100 per mensem, the rent shall be reduced to 5 per cent. of the emoluments if the rent would otherwise exceed that amount.

(*e*) Rent for water-supply, sanitary and electrical installations.

39. The rules relating to the provision of water-supply, sanitary and electric installations in Government buildings used as residences and the rents to be charged therefor are contained in Rules 283 and 284 of the Bengal Financial Rules, 1924. Such rents may, for special reasons, be remitted by the Local Government.

(*f*) Busts and statues in Government School and College buildings.

40. The Director is authorized to dispose of applications for the erection of busts and statues in Government school and college buildings, but, before sanctioning such erection, he shall consult the Superintending Engineer concerned and ascertain that there is no engineering objection to the proposals in reference either to the site selected or to the mode of erection proposed.

(G. O. No. 2534, dated the 12th November 1906.)

The occupants of residential buildings and not the Public Works Department should be made responsible for clearing tanks in residential compounds, if and when they are treated as forming part of the compounds.

(Government of Bengal, Public Works Department, order No. 3164B., dated the 8th December 1931.)

(*g*) Circuit Houses.

41. **Officers entitled to occupy Circuit Houses.**—The officers entitled to occupy circuit houses are divided into three lists, (1) those entitled to the exclusive occupation of circuit houses free of charge when travelling on duty, (2) those entitled to occupy circuit houses free of charge when travelling on duty, and (3) those entitled to occupy circuit houses in special circumstances. The first class includes the Director ; and the second class, Inspectors and Inspectresses of Schools, Second or Additional Inspectors of Schools, Inspectors of Colleges or Joint or Associate Inspectors of the University of Calcutta, Assistant Directors of Public Instruction and the Principals of the David Hare Training College, Calcutta, and the Teachers' Training College, Dacca. The third class includes Assistant Inspectresses of Schools when it is absolutely necessary and when no other provision can be made for their accommodation. In the last case the previous consent of the District Officer must always be obtained by means of a written application. District Magistrates may, by a specific order in each case, authorize any officer not included in the above list to occupy a circuit house. An officer intending to use a circuit house should give timely notice of the intention to the District Magistrate and should ascertain from him if it will be available. Precedence as to the right to occupy a circuit house will be according to the priority of the notice given to the District Magistrate.

(*h*) PRINCIPLES OF SCHOOL-BUILDING CONSTRUCTION.

42. A pamphlet entitled "Principles of school-building construction" was issued by the Public Health Department in 1922. It contains several model plans. The principal factors to be considered in planning and fitting up new buildings for public schools have been exhaustively dealt with in this pamphlet.

(*j*) DISORDERLY HOUSES IN THE VICINITY OF EDUCATIONAL INSTITUTIONS.

43. The following extracts are taken from Bengal Act III of 1906 (the Bengal Disorderly Houses Act, 1906) :—

"2(1) When any Magistrate of the first class receives information—
that any house in the vicinity of any educational institution or of any boarding house, hostel or mess is used as a brothel or for the purpose of habitual prostitution, or used by disorderly persons of any description * * * * * he
may summon the owner, tenant, manager or occupier of the house to appear before him either in person or by agent ; and, if satisfied that the house is used as described, * * *
may, by written order, direct such owner, tenant, manager or occupier within a period to be stated in such order, not less than five days from the date thereof, to discontinue such use :

"Provided that action under this sub-section shall be taken only—

(*i*) with the sanction or by the order of the District Magistrate ; or

(*ii*) on the report of the Commissioners of the Municipality concerned ; or

(*iii*) on the complaint of three or more persons resident in the immediate vicinity of the house to which the complaint refers.

"(2) If any person against whom an order has been passed by a Magistrate under sub-section (*1*) fails to comply with such order within the period stated therein, the Magistrate may impose on him a fine which may extend to twenty-five rupees for every day after the expiration of that order during which the house is so used :

"Provided that no fine shall be imposed on an owner if he is able to prove to the satisfaction of the Magistrate that he has taken such action as is within his power to comply with the order."

NOTE.—The Act applies to all Municipalities and to other specified areas [except where Bengal Act II of 1866 is in force to which it may be extended by Government under section 1 (*3*)].

(*k*) LIQUOR SHOPS IN THE VICINITY OF EDUCATIONAL INSTITUTIONS.

44. If, in the opinion of the Inspector, a liquor shop in the vicinity of a school is exercising a corrupting influence on the pupils of that institution, he should address the local Executive Officer with a view to its removal.

(*l*) Epidemic Diseases.

45. When it is suspected that disease of an epidemic nature is due to infection in the water-supply of a school, it is advisable to have the water examined both bacteriologically and chemically and, if necessary, to have the school premises inspected by some sanitary authority. In such cases the Director of Public Health should be consulted.

46. The Director of Public Instruction is authorised to close, in consultation with the District Magistrate and the Civil Surgeon, any Government educational institution in case of an epidemic in the locality, up to a limit of 15 days in a year.

(G. O. No. 3830Edn., dated the 22nd November 1929.)

Holidays for distinguished visitors.

The maximum number of additional holidays which may be given in any one year in honour of distinguished visitors to the various educational institutions in this Province, should be fixed at 7 days in a year. If, however, His Excellency the Governor of Bengal or Hon'ble Members of the Executive Council or Hon'ble Ministers visit an institution and grant holidays, the maximum number may be increased to 10 days for that particular year. Government also agree that it may be left to the discretion of the Head of the institution at what time the holidays is to be taken subject to the proviso that when it exceeds one day it should normally be attached to the regular holidays.

(G. O. No. 791T.—Edn., dated the 27th June 1932.)

(*m*) The use of buildings and grounds for political purposes.

47. The use of the buildings and grounds of Government or aided institutions for political meetings or demonstrations of any kind is forbidden.

(G. O. No. 660 T.—Edn., dated the 19th June 1930.)

CHAPTER XIII.—SCHOLARSHIPS AND STIPENDS.

Post-graduate Scholarships.

1. Three post-graduate scholarships are awarded for the encouragement of original research. The value of each scholarship is Rs. 100 a month, and each is tenable for a maximum period of three years.

2. The Director of Public Instruction reserves to himself the right to award scholarships only when there are candidates who have high and special qualifications and who appear to be likely to conduct original research with success.

3. Ordinarily one scholarship will be awarded annually to a student who proposes to carry on original research in scientific subjects, including such branches as natural and physical science, chemistry, mathematical science, etc., and another scholarship will similarly be awarded for research in literary subjects, including such branches as languages, comparative philology, palæography, epigraphy, philosophy, history, archæology, anthropology, etc. The third scholarship may be awarded for research either in scientific or in literary subjects. No application for a scholarship for research in a literary subject will be considered unless a candidate offers himself, who not only shows that he has the capacity for undertaking the research proposed, but also makes it clear by the programme which he submits that he has thought out a definite course of inquiry. In the event of no suitable candidate for a literary research scholarship being forthcoming, all the scholarships may be awarded for scientific research and *vice versa*.

4. Election will be made in the first instance for one year only, but a scholarship may be renewed from year to year, up to the limit of three years, if the Director of Public Instruction is satisfied that the scholar has throughout the year vigorously prosecuted original research in the subject selected.

5. Each candidate for a scholarship should submit his application, through the head of the institution in which he last studied, to the Director of Public Instruction in the month of May in each year, and must produce evidence of having passed from a College or other institution in Bengal the M.A. Examination of Calcutta or Dacca University, or of having obtained some other equivalent or higher degree, such as that of Doctor in Medicine, or Doctor in Law, or Doctor in Science, or Master in Engineering of Calcutta or Dacca University, *within three years previous to his application*. He should state as definitely as possible the subject or part of a subject in which he intends, if elected to a scholarship, to carry on his original investigation and also the institution in which he proposes to work ; or, if he does not propose to join an institution, the circumstances or conditions under which he proposes to work.

6. Scholarships may be held in any institution approved of by the Director of Public Instruction ; or original work may be carried on under other circumstances or conditions, subject to the previous approval of the Director of Public Instruction.

7. In June of each year each scholar shall submit to the Director of Public Instruction a full report of the original work which he has done during the previous year, showing what attempts have been made by the scholar to advance the bounds of knowledge in the subject worked at.

8. The election will be made by the Director of Public Instruction in July of each year.

9. The desirability of publishing the results of the work done by post-graduate scholars and the method of doing so will be decided by the Director of Public Instruction.

10. The Director of Public Instruction reserves to himself the right of withdrawing the scholarship at any time during its tenure without giving previous notice. Failure to carry out any prescribed condition or to work to the satisfaction of the Director of Public Instruction shall be considered sufficient reason for withdrawal.

11. Scholars are forbidden to undertake any work, either paid or unpaid, except that of original research during their tenure of the scholarship, and they will be required to devote their whole time to research.

12. Post-graduate scholars will be under the general control of the Director of Public Instruction in all matters relating to their work, their discipline, etc. Their scholarship bills will be passed monthly by the Director or the Principal of the College if the scholarships are held in a Government College.

Graduate Scholarships.

13. The following graduate scholarships are awarded on the results of the examinations for the degrees of Bachelor of Arts and Science of the University of Calcutta :—

(*a*) Three scholarships of Rs. 30 a month tenable for two years, open to students who have graduated from colleges outside Calcutta.

(*b*) One scholarship of Rs. 30 a month tenable for two years, open to students who have graduated from the Sanskrit College.

(*c*) Two scholarships for Muhammadans of Rs. 25 a month tenable for two years, open to Muhammadan graduates who have passed the Intermediate examination from the Presidency College.

(*d*) One Mohsin scholarship of Rs. 20 a month tenable for two yars, open to all Muhammadan graduates. The scholarship is awarded every alternate year.

(*e*) One scholarship of Rs. 30 a month for two years, for boys of the depressed classes.

(*f*) Two scholarships of Rs. 25 per mensem each for two years from 1st July, open to poor deserving Muhammadan graduates.

(G. O. No. 538Edn., dated the 16th February 1923.)

14. These scholarships are awarded by the Director of Public Instruction on the recommendation of the Principals of Colleges in Bengal to students of these colleges who have graduated with Honours, or in the absence of such candidates to those who have graduated with distinction, within four years of passing the Matriculation examination. They are tenable at any affiliated college approved for this purpose by the Director of Public Instruction. They are awarded with effect from 1st June unless otherwise stated. The general rules governing the award and tenure of college scholarships apply also to the case of graduate scholarships.

NOTE.—In awarding graduate scholarships only the marks in Honours subjects or the aggregate marks are taken into account according as the candidates graduate with Honours or with Distinction, respectively.

15. The following endowed graduate scholarships are tenable under the same general conditions as Government scholarships :—

(*i*) Scholarships attached to the Presidency College and awarded by the Principal of the College.

Group A.

	Rs.
One Burdwan Scholarship of	50
„ Bird Scholarship of	40
„ Hindu College Foundation Scholarship of ..	40
„ Gopi Mohan Tagore Scholarship of	30
Two Hindu College Foundation Scholarships of ..	25 each.

Group B.

One Dwarka Nath Tagore Scholarship of	50
„ Ryan Scholarship of	40
Hindu College Foundation Scholarship of ..	40
Hindu College Foundation Scholarship of ..	30
Hindu College Foundation Scholarship of ..	25

The scholarships in each group are awarded in alternate years to students who have obtained the degree of B.A. or B.Sc. from the Presidency College, and are tenable for two years at the Presidency College. Scholars must study for the M.A. or M.Sc. degree.

(*ii*) One Durga Charan Laha Scholarship of Rs. 40 for two years, tenable at any college by a graduate preparing for the M.Sc. or M.A. examination in Physical Science. Awarded every alternate year.

(*iii*) One Durga Charan Laha Scholarship of Rs. 25 for two years attached to the Hooghly College. Awarded in alternate years to a graduate of that college and tenable at the Presidency College or the University classes for M.A. studies.

(*iv*) One Durga Charan Laha Scholarship of Rs. 25 for one year, tenable by a graduate preparing for the M.A. examination in Sanskrit.

(*v*) One Hara Kumar Tagore Sanskrit Scholarship of Rs. 20 for two years awarded to the graduate who has passed highest in Sanskrit but does not obtain a scholarship from any other fund, on condition that he studies for the M.A. degree in Sanskrit. Awarded in alternative years.

NOTE.—For particulars regarding scholarships awarded on the results of the B. E. examination, see the Sibpur Civil Engineering College Calendar.

The following graduate scholarships are awarded by the University of Dacca :—

(*a*) Two open scholarships at Rs. 30 per mensem each for one year in the Dacca University.

(*b*) Two scholarships at Rs. 40 per mensem each for one year.

(*c*) Two scholarships at Rs. 30 per mensem each for one year for Muhammadans or members of backward classes.

(*d*) Two scholarships at Rs. 25 per mensem each for one year for poor deserving Muhammadan graduates.

(*e*) One scholarship at Rs. 30 per mensem for one year for boys of the depressed classes.

College Scholarships.

16. There are two classes of college scholarships, senior and junior. Senior scholarships are awarded on the results of the Intermediate examination and junior scholarships on the results of the Matriculation examination of the Calcutta University. They are tenable for two years. Only students of affiliated colleges and pupils of recognized High schools are eligible for these scholarships.

17. The power to withdraw scholarship rights from any affiliated college or recognised [High] school remains with Government and will be exercised where it appears on the Director of Public Instruction's recommendation that discipline is unsatisfactory. Acts of indiscipline by scholarship-holders should be dealt with firmly and should on no account be ignored.

(G. O. No. 660T.-Edn., dated the 19th June 1930.)

18. Pupils or students of a school or college from which scholarship rights have been withdrawn will ordinarily be considered eligible for college scholarships if they transfer themselves to other recognized schools or affiliated colleges enjoying scholarship rights within one month of the date of the order of withdrawal, or, should this occur during vacation, within a fortnight after the commencement of the next term. Scholars not so transferring themselves will be ineligible for a college scholarship for a period of three years after their transfer to a recognized High school or an affiliated college from which scholarship rights have not been withdrawn. Students who are holding junior or senior scholarships in an affiliated college at the time when scholarship rights are withdrawn must transfer themselves within a month to an affiliated college which enjoys scholarship rights, or lose their scholarships.

19. Headmasters (Headmistresses) of recognized High schools and Principals of affiliated colleges will submit by the 1st April list of eligible candidates to the Director of Public Instruction [through Divisional Inspectors (Inspectresses) by Headmasters (Headmistresses)] giving particulars as to eligibility.

Senior Scholarships.

20. The following Senior scholarships are provided by Government :—

(*a*) Ten first grade scholarships of Rs. 25 each.

Awarded to the first ten eligible students.

(*b*) Twenty-eight second grade scholarships of Rs. 20 each.

Awarded to students passing from colleges in the following areas :—

Calcutta	10
Presidency Division (excluding Calcutta)	5
Burdwan Division	5
Dacca „	2
Chittagong „	2
Rajshahi „	4

(*c*) Five Mohsin Scholarships of Rs. 10 each for Muhammadans, distributed among students passing from colleges in the following areas :—

Presidency Division	1
Burdwan „	1
Dacca „	1
Rajshahi „	1
Chittagong „	1

(*d*) Nineteen special scholarships of Rs. 10 each for Muhammadans, distributed among students passing from colleges in the following areas :—

Calcutta	..	..	..	..	5
Presidency Division		..	..	..	3
Burdwan	,,	..	..	..	3
Dacca	,,	..	..	..	2
Chittagong	,,	..	..	..	3
Rajshahi	,,	..	..	..	3

(*e*) Six special scholarships of Rs. 10 per mensem each for poor deserving Muhammadan students.

(*f*) Thirteen special scholarships for girls of Rs. 20 each.

(*g*) Two special scholarships of Rs. 15 each for backward classes.

(*h*) Three special scholarships of Rs. 15 per mensem each for poor boys of the depressed classes.

(*i*) Mohsin Fund stipends, viz. :—

One special stipend of Rs. 10 for Shia students.

One special stipend of Rs. 5 for *bona fide* natives of Hooghly town.

Twenty-four stipends of Rs. 5 distributed among students passing from colleges in the following areas : —

Presidency Division		..	..	..	6
Burdwan	,,	..	..	..	3
Dacca	,,	..	..	..	4
Chittagong	,,	..	..	..	5
Rajshahi	,,	..	..	..	6

21. (*a*) One Durga Charan Laha Scholarship of Rs. 20 awarded in alternate years.

(*b*) Two Darbhanga (Madrasah) Scholarships of Rs. 10 each, tenable at any College in Bengal by students matriculating from the Calcutta Madrasah. (The scholarship should be awarded by the Director of Public Instruction and paid by the Principal, Calcutta Madrasah.)

(*c*) One Krishna Chandra Sarkar Scholarship of Rs. 15 a month, tenable for two years at the Rajshahi College. It is awarded every year to a student who passes the Intermediate examination of the Calcutta University from any college in Bengal and who gains no other scholarship. Preference will be given, other circumstances being equal, to one who passes the Intermediate examination from the Rajshahi College.

22. The senior scholarships are open to general competition among Arts and Science candidates, but no candidate shall derive any advantage from marks secured in an optional subject.

23. With the approval of the Director of Public Instruction, senior scholarships may be held at any affiliated University College, at the Agricultural College, Sabaur, at the Lady Hardinge Medical College, Delhi, and in the United Kingdom.

24. Except with the special sanction of the Director of Public Instruction, senior scholarships will be awarded only to students who pass the Intermediate examination at the end of their second year and are placed in the first or second division.

25. Scholarships not taken up in any year in the Division to which they are allotted may be awarded by the Director at his discretion to deserving candidates from other Divisions, regard being had specially to the requirements of those parts of the Presidency in which it is considered desirable to stimulate the demand for collegiate education.

26. The following senior scholarships are awarded by the Board of Intermediate and Secondary Education, Dacca :—

(*a*) Two first grade scholarships at Rs. 25 per mensem each.

(*b*) Two second grade scholarships at Rs. 20 per mensem each.

(*c*) One second grade scholarship at Rs. 20 per mensem for Commerce students.

(*d*) Two special scholarships at Rs. 20 per mensem each for girls.

(*e*) Two special scholarships at Rs. 10 per mensem each for Muhammadans.

(*f*) Six special scholarships at Rs. 10 per mensem each for poor deserving Muhammadans.

(*g*) One special scholarship of Rs. 15 per mensem for poor boys of the depressed classes.

(*h*) Two special scholarships of Rs. 8 per mensem each tenable for one year, but renewable up to three years for students of Dacca, Jagannath Hall, provided the total number does not exceed two at any time.

(*i*) One Fuller Memorial Continuation Scholarship of Rs. 25, tenable for two years, awarded in alternate years.

Junior Scholarships.

27. The following Junior scholarships are provided by Government :—

(*a*) Nine first grade scholarships of Rs. 20 each.

(*b*) Thirty-three second grade scholarships of Rs. 15 each, distributed among students who have passed the Matriculation examination from schools in the following areas :—

Calcutta	..	..	..	6
Presidency Division		..	..	6
Burdwan	„ ..	..	..	6
Dacca	„ ..	..	..	5
Chittagong	„ ..	..	..	4
Rajshahi	„	..	..	6

(*c*) Sixty-three third grade scholarships of Rs. 10 each, distributed among students who have passed the Matriculation examination from schools in the following areas :—

Calcutta	12	
Presidency Division	12	
Burdwan „	12	
Dacca „	10	
Chittagong „	7	
Rajshahi „	10	(including one special scholarship for Rangpur District).

(*d*) Twenty-four special scholarships of Rs. 10 each for Muhammadans, distributed among students who have passed the Matriculation examination from schools in the following areas :—

Calcutta	5
Presidency Division	4
Burdwan „	3
Dacca „	4
Chittagong „	4
Rajshahi „	4

(*e*) Nine special scholarships of Rs. 10 each for poor deserving Muhammadan boys. (These scholarships are tenable from 1st July.)

(*f*) Seventeen special scholarships for girls, viz.:—

	Rs.
2 of	20 each
5 „	15 „
10 „	10 „

(*g*) Seven Mohsin Scholarships for Muhammadans, distributed as follows :—

(*i*) One of Rs. 8 awarded to candidates from the Presidency and Burdwan Divisions passing the Matriculation examination from the Calcutta Madrasah.

(*ii*) Two of Rs. 6 each awarded to candidates from the Presidency and Burdwan Divisions passing the Matriculation examination from the Hooghly Collegiate School.

(*iii*) Four of Rs. 6 each, of which two are awarded to candidates from the Dacca Division passing the Matriculation from any school in that Division, and two to candidates from the Chittagong and Rajshahi Divisions passing the Matriculation from any school in those Divisions.

(*h*) Three special scholarships of Rs. 10 each for poor boys of the depressed classes.

(*i*) Two scholarships of Rs. 10 each for backward classes.

(*j*) Two Nizamat Scholarships of Rs. 8 each, tenable by students who have passed the Matriculation examination from the Nawab Bahadur's Institution, Murshidabad.

(*k*) Mohsin Fund stipends, viz :—

	Rs.	
1 special stipend of	10	for Shia students.
1 „ „ „ ..	5	for *bona fide* natives of Hooghly town.

Forty-five stipends of Rs. 5 distributed among students who have passed the Matriculation examination from schools in the following areas :—

Presidency Division	10
Burdwan „	5
Dacca „	10
Chittagong „	9
Rajshahi „	11

28. The following endowed scholarships :—

(*a*) One Durga Charan Laha Scholarship of Rs. 10, tenable for two years.

(*b*) One Dutt Scholarship of Rs. 14, tenable for one year. Awarded to the student who stands first in literature at the Matriculaion examination, and may be held concurrently with another scholarship.

(*c*) One Kishori Mohan Roy Scholarship of Rs. 5-8, tenable for two years at the Chittagong College and awarded in alternate years to a deserving indigent student of the Chittagong District.

(*d*) Special scholarships for Muhammadans :—

Name.	No.	Value.	
(1) Amir-i-Kabir	2	10	Tenable for two years at the Presidency or Islamia College; awarded to students of the Calcutta Madrasah.
(2) Additional Amir-i-Kabir (awarded in alternate years)	1	5	
(3) Syed Ali Khan Bahadur and Amir-i-Kabir continuation ..	1	10	
(4) Fuller Memorial	1	15	Tenable for two years: awarded every fourth year.
(5) Nawab Ahsanullah	1	10	Tenable for four years at any Arts college in Bengal or Bihar and Orissa; awarded every fourth year alternately by the Director of Public Instruction and the Board of Intermediate and Secondary Education, Dacca.

(*e*) Special scholarships for girls—Two Brahmamayi Tarasundari and Kripamayi Scholarships of Rs. 10 each, tenable for two years at the Bethune College by candidates from the Brahmo Girls' School who have passed the Matriculation examination in the first or second division.

(*f*) Ordinarily five Ram Gopal Sen Scholarships of the value of Rs. 5 each a month, tenable for two years, are awarded every year, on the nomination of the donor or his representatives, to students of the Subarnabanik community of not more than 25 years of age, studying in any school or college,

technical or otherwise, affiliated to the Calcutta University, or approved by the Director of Public Instruction, two or more scholarships being amalgamated into one when occasion requires.

When the above scholarships are not current and funds are available, an amalgamated scholarship of Rs. 50 a month, tenable for two years, may be awarded to a student of the Subarnabanik community of not more than 30 years of age to enable him to study in any of the Universities of the United Kingdom, France, Germany, or the United States of America. (Detailed conditions regarding the award of these scholarships will be found in Government notification No. 758, dated the 12th February 1915.)

(*g*) One Barton Scholarship of Rs. 7 a month, tenable for two years, awarded every year to the student of the Jessore Zilla School, who passes the Matriculation examination of the Calcutta University highest in each year and who does not obtain any Government or other scholarship.

(*h*) One Raj Chandra Golakmani Scholarship of Rs. 8 a month awarded every year to the student passing the Matriculation examination highest from the schools in the Dakshinshahbazpur Subdivision of the district of Bakargaj, provided he is poor and needy.

29. The following Junior Scholarships are awarded by the Board of Intermediate and Secondary Education, Dacca :—

(*a*) One first grade scholarship at Rs. 20 per mensem.
One second grade scholarship at Rs. 15 per mensem.
Two third grade scholarships at Rs. 10 per mensem each.

(*b*) One special scholarship at Rs. 10 (for Muhammadans).

(*c*) Three special scholarships at Rs. 10 each (for poor deserving Muhammadan boys). Tenable from 1st July.

(*d*) One special scholarship at Rs. 10 (for poor boys of the depressed classes).

(*e*) One special scholarship at Rs. 20 for girls.
One special scholarship at Rs. 15 for girls.
Two special scholarships at Rs. 10 each for girls.

(*f*) One Fuller Memorial scholarship of Rs. 15 a month awarded every fourth year.

30. The following scholarships are also awarded by the Dacca Board :—

(*a*) Five scholarships at Rs. 15 per mensem each for three years to be awarded on results of Intermediate Examination, Islamic Course.

(*b*) Two scholarships at Rs. 12 per mensem each for two years to be awarded on the results of the Islamic Matriculation Examination.

31. With the approval of the Director of Public Instruction, a junior scholarship awarded by the Director of Public Instruction may be held at any affiliated University College approved for the purpose by the Director ; at any Government Medical School in Bengal ; at the Muslim University, Aligarh ; at the Veterinary College, Calcutta ; at the Government Commercial Institute ; at any other technical or industrial institution in Bengal, at the Lady Hardinge Medical College, Delhi, and in the United Kingdom.

32. Except in special cases, junior scholarships will be awarded only to students who have passed the Matriculation examination in the first or second division.

33. Third grade scholarships are distributed among districts by the Director in consultation with the Divisional Inspectors. The distribution for each year is notified by the Director in the Gazette not later than the 1st September of the preceding year.

34. Scholarships not taken up in the district or Division to which they are assigned may be awarded by the Director of Public Instruction at his discretion to deserving candidates from other Divisions, special regard being had to the requirements of those parts of the Province in which it is considered desirable to stimulate the demand for collegiate education.

Law and Medical Scholarships, B Class Scholarships, and Special Engineering Scholarships.

35. (*a*) Three special Law scholarships of the value of Rs. 10, each per mensem, tenable for two years in the Dacca University, are provided for Muhammadans and members of backward classes in Eastern Bengal. They are awarded by the Director of Public Instruction to candidates studying for the B. L. Examination, on the recommendation of Dacca University.

(*b*) One Prasanna Kumar Tagore Law Scholarship of Rs. 20 a month, tenable for one year, is awarded every year to the candidate who passes highest in the final B.L. examination after a two and a half or three years' course of study and who wins no other scholarship.

36. Three scholarships of Rs. 20 each, three of Rs. 15 each and four of Rs. 10 each per month, tenable for one year in the first instance, are awarded on the results of the School Final Examination, Science side. The scholarships are tenable for a further period of three years on good conduct and satisfactory progress of studies.

37. (*a*) Three Enginnering scholarships of Rs. 10 each per month tenable for two years in the sub-overseer classes of the Ahsanullah School of Engineering, Dacca, and three Engineering scholarships of Rs. 10 each per month tenable for two years in the overseer classes of the institution, are provided for Muhammadans and members of backward classes. The awards are made by the Director of Public Instruction on the recommendation of the Principal, Ahsanullah School of Engineering.

(*b*) One Chandra Mohan Basak Scholarship of Rs. 10 a month, tenable for two years, is awarded in alternate years on the nomination of the Collector of Dacca to a Basak Matriculate of Bengal who intends to join the Engineering Class at the Civil Engineering College, Sibpur; the Ahsanullah School of Engineering, Dacca; the Bihar School of Engineering, Bankipore, or the Thomason Civil Engineering College, Roorkee. Preference should be given to a Basak student of the town of Dacca.

NOTE.—For particulars regarding these and other Engineering scholarships tenable at Sibpur Civil Engineering College and the Ahsanullah School of Engineering, Dacca, see Chapter IV, Sections I and II.

38. There is one Durga Charan Laha Medical Scholarship of Rs. 30 a month, tenable for two years. It is awarded every alternate year by the

Director of Public Instruction, Bengal, on the recommendation of the Principals of Calcutta Medical Colleges, to a student passing the first M.B. examination and preparing for the second M.B. examination of the Calcutta University. This scholarship is tenable under the same general conditions as Government scholarships.

Rules relating to the tenure of College Scholarships.

39. Holders of college scholarships are under the general control of the Director.

40. College scholarships are tenable with effect from the 1st June each year unless otherwise stated. Ordinarily a college scholarship is not tenable with any other scholarship or stipend, but the Director may allow any Government scholarship to be held with any endowed or University scholarship and is also empowered to supplement scholarships or stipends from his special allotment at his discretion.

41. College scholars are not exempted from payment of fees. A scholarship will not be paid for any month for which the fees due from the student have not been realized.

42. If a scholar does not join a college within a month of the date of publication of the scholarships he shall lose his scholarships unless the Director, or in the case of a Government College the Principal, is satisfied, that the delay was unavoidable.

Leave Rules.

43. Absence without leave up to 30 days entails loss of scholarship for twice the period of absence. Absence without leave for over 30 days entails forfeiture of scholarship and must be reported to the Director.

44. Leave of absence up to 15 days in a year may be granted by Principals without loss of scholarship. Longer absence with leave other than sick leave entails loss of scholarship for the whole period of absence, provided that the Principal may give leave without loss of scholarship up to seven weeks to a scholar on the death of a parent.

45. Absence on account of illness up to seven days entails no loss of scholarship, but if a scholar is absent for short periods more than three times in the course of a year, or if the absence exceeds seven days, a medical certificate, signed by an Assistant Surgeon, must be furnished. On production of this certificate half the scholarship may be granted by the Principal for a period of absence not exceeding three months; in default of its production the period of absence must be treated as absence without leave. Leave of absence for a period exceeding six months requires the sanction of the Director.

46. If leave of absence is overstayed, the leave is cancelled. Holidays in continuation of absence are reckoned as absence with or without leave.

47. The tenure of a scholarship for the second or any subsequent year is dependent on the submission to the Director of a certificate of due progress from the head of the institution at which the scholar is reading. Promotion of a scholar to the next higher class is regarded as due progress for the purpose of this rule.

48. Scholars in institutions not under Government management shall be liable at any time to be examined by a person appointed by the Director of Public Instruction.

49. Scholars may be deprived of their scholarships at any time on proof of unsatisfactory progress or for any other sufficient reason.

50. Transfers of scholarship-holders require the sanction of the Director of Public Instruction, unless the scholar is attending a Government College when the Principal can sanction the transfer. The Principal will, however, secure the orders of the Director on all proposals affecting scholarships in other provinces and he will send a record of each transfer to the Director and the Accountant-General.

51. Applications for transfer will be submitted to the Director of Public Instruction in the following form by the Principals of the Colleges from which transfer is sought :—

Name of scholar.	Name and grade of scholarship and year in which it was gained.	School or college from which the scholarship was gained.	College in which the scholarship is now held.	College to which it is desired to transfer the scholarship.	Grounds for transfer and the Principal's opinion thereon.	Orders passed by the Director of Public Instruction.
1	2	3	4	5	6	7

School Scholarships.

52. There are three classes of school scholarships provided by Government, viz. :—(1) Middle scholarships, (2) Primary Final scholarships, and (3) Primary Preliminary scholarships for girls (*vide* special rules), and for members of backward classes. In Board areas Primary Preliminary scholarships for boys are awarded by District Boards in accordance with the rules on the subject.

53. Inspectors and Inspectresses will maintain lists of recognised schools allowed to present candidates at the examinations held by the Department. Scholarship rights may be withdrawn from a school at any time by the Inspector or Inspectress.

54. Pupils attending a school from which scholarship rights have been withdrawn will ordinarily be considered eligible for scholarships if they join another school which enjoys scholarship rights within one month of the date of the order of withdrawal, or, should this occur during vacation, within a fortnight after the commencement of the next term. Pupils who do not join another school within one month will be ineligible for a scholarship for a period of three years after their transfer to a school possessing scholarship rights.

Middle Scholarships for Boys.

55. Middle scholarships are of two kinds—Middle Vernacular and Middle English. Their value is Rs. 4 and they are tenable for four years in any recognised High School in Bengal possessing scholarship rights or for two years in any Government Normal School in East Bengal and for three years in any Government Normal School in West Bengal.

(Director of Public Instruction's letter No. 8488-G., dated the 12th August 1932.)

56. Two hundred and forty-three middle scholarships are awarded. They are distributed among Divisions as follows :—

Calcutta	.. .. ..	7 (including 3 for members of backward classes).
Presidency	.. .. ..	45 (including 8 reserved for Muhammadans and 6 for backward classes).
Burdwan	.. .. ..	48 (including 3 reserved for Muhammadans and 6 for backward classes).
Dacca	.. .. ..	62 (including 19 reserved for Muhammadans and 8 for members of backward classes).
Chittagong	.. .. ..	33 (including 10 reserved for Muhammadans, and 9 for members of backward classes).
Rajshahi	.. .. ..	48 (including 15 reserved for Muhammadans, and 8 for members of backward classes).

The distribution of these scholarships among districts rests with the Inspector.

57. In Western Bengal Middle English and Middle Vernacular scholarships are open equally to candidates from all middle schools. In Eastern Bengal Middle Vernacular and Middle English scholarships are open only to the pupils of Middle Vernacular and Middle English schools, respectively. Candidates must not be over 16 years of age.

58. A preliminary selection of candidates will be made by the District Inspector or the Subdivisional Inspector acting under his orders on the results of the annual inspections. Headmasters and School Committees should be consulted. Details as to the pecuniary circumstances of the candidates and as to their conduct should be recorded and due weight should be given to these considerations in making the final award. Other things being equal, poverty should be the deciding factor. The preliminary lists of candidates will be forwarded to the Inspector who will prepare combined lists according to districts. The lists should show the schools at which the candidates propose to hold their scholarships.

59. The number of names in the combined lists should not exceed four times the number of scholarships available and not more than two names should be included from any one school.

60. The final selection will be made by an examination of the selected candidates. A fee of Re. 1 will be levied from candidates for Middle Vernacular scholarships and of Rs. 2 from candidates for Middle English scholarships. The Inspector will make arrangements for the examination and will appoint Superintendents to conduct it. The examination will be partly written

and partly oral and will be limited to the prescribed course. The oral examination will be conducted by the Superintendents. The written papers will be set and the answers examined by examiners appointed by the Inspector for the District or Division.

61. The Inspector will award the scholarships on the basis of the marks earned by the candidates taking into consideration the circumstances of candidates and special local needs.

Primary Final Scholarships for Boys.

62. Primary Final scholarships are of the value of Rs. 3 and they are tenable for two years in any Middle or High school possessing scholarships rights.

63. Two hundred and seventy Primary Final scholarships are awarded, distributed as follows :—

Calcutta	6	(5 for members of backward classes and one reserved for pupils of the Deaf and Dumb School, Calcutta).
Presidency Division	42	(including 11 reserved for backward classes).
Burdwan Division	58	(including 11 for backward classes).
Dacca Division	57	(including 11 reserved for Muhammadans and 13 for members of backward classes).
Chittagong Division	44	(including 5 reserved for Muhammadans, 13 for members of backward classes, and 2 for Chittagong Hill Tracts).
Rajshahi Division	63	(including 8 reserved for Muhammadans and 15 for members of backward classes).

They are distributed among subdivisions by the Inspector.

64. Primary Final scholarships are open to pupils not over 13 years of age from five-classed primary schools.

65. The arrangements for the examination of candidates will be made in accordance with the rules laid down for the Primary Final Examination for Boys' Primary Schools including *Maktabs* in Section III—Chapter X—Examination. The examination fee is Re. 1.

66. Awards will be made by the Inspector in accordance with the system prescribed for Middle scholarships as in rule 61.

Primary Prelimnary Scholarships for Boys.

67. Primary Preliminary Scholarships of the value of Rs. 2 (Rs. 3 in Chittagong Hill Tracts) are tenable for two years in all districts in the Presidency and Burdwan Divisions and in the district of Drajeeling for one year, in all other districts of Bengal. They may be held in any Primary, Middle or High school or Madrasah possessing scholarship rights. They are open only to pupils of primary schools (including *maktabs*) who are not over 11 years of age.

68. Thirty-two open Primary Preliminary scholarships are allotted as follows :—

Calcutta*	.. .. ..	11
Chittagong Hill Tracts	.. ..	16
Darjeeling	.. .. ..	5

The following scholarships are reserved :—

Calcutta	.. .. ..	1 For pupils of the Deaf and Dumb School.
Dacca Division	.. .. ..	12 For members of backward classes.
Chittagong Division	.... ..	6
Rajshahi Division	.. ..	10

The distribution and award of the open scholarships and the award of the scholarship for pupils of the Deaf and Dumb School rest with the District Inspector ; the distribution and award of the scholarships for members of backward classes rest with the Inspector.

69. Municipalities are expected to provide Primary Preliminary scholarships for schools in municipal areas. District Inspectors will ascertain in good time how many scholarships will be provided by the municipalities in their districts and will make arrangements accordingly. The examinations in municipal areas will be the same as those held in the non-municipal areas.

70. The Sub-Inspector will make a preliminary selection of candidates and will forward the list to the District Inspector through Subdivisional Inspectors. The number of names in the list should not exceed three times the number of scholarships available. The list may be altered by the District Inspector.

71. The examination for the final selection of candidates will be mainly oral and will be conducted by Superintendents appointed by the District Inspector. The examination fee is annas 2.

72. The scholarships will be awarded by the District Inspector in the same way as Middle scholarships are awarded by Inspectors.

Rules relating to tenure of School Scholarships.

73. Holders of school sholarships are under the general control of the Inspector.

74. School scholarships are tenable from the 1st January of each year. Only one Government scholarship can be held at a time.

75. School scholarship-holders shall be exempted from payment of fees in Government schools.

76. Scholars must join their institution within one month of the date of the publication of the scholarship results. If a scholar fails to join within a month, he will not draw his scholarship except with the sanction of the Inspector on satisfactory reasons being shown for the delay.

77. Headmasters of schools may grant leave of absence up to 15 days in the year. Such leave entails no loss of scholarship. Longer absence with leave other than sick leave entails loss of scholarship for the whole period of absence, provided that Headmasters may give leave without loss of scholarship up to 7 weeks to a scholar who suffers the loss of a parent.

78. In High schools the Headmaster/Headmistress and in other schools the District Inspector/Assistant Inspectress may grant sick leave up to three months. The grant of such leave must be reported immediately to the Inspector and is subject to his approval. Leave on account of sickness in excess of three months requires the sanction of the Inspector. During absence on sick leave only half the scholarship may be drawn.

79. If leave of absence is overstayed, the leave is cancelled. Holidays in continuation of absence are reckoned as part of the period of absence.

80. The tenure of a Middle scholarship is dependent on the production of a certificate of due progress at the end of each year. The report will be made by the Headmaster to the Inspector.

81. Inspecting officers should pay special attention to the progress and attendance of scholars. The Inspector may deprive a scholar of his scholarship at any time on proof of unsatisfactory progress or for any other sufficient reason.

82. Transfers of scholarship-holders require the sanction of the Inspectors.

Special Scholarships for Girls.

83. These rules are supplementary to the general rules relating to the award and tenure of school scholarships which will apply with the substitution "Inspectress," "Assistant Inspectress," and "Headmistress" for "Inspector," "District 'Inspector," or "Sub-Inspector," and "Headmaster," respectively.

84. Pupils of girls' schools may not compete for open scholarships. The following special scholarships are provided for them :—

	Burdwan and Presidency Divisions.		Dacca, Chittagong and Rajshahi Divisions.	
	No.	Value.	No.	Value.
Primary Preliminary ..	42	Rs. 2 for 2 years	81 3	Rs. 2 for 2 years. Rs. 3 for 3 years.
Primary Final	16	Rs. 3 for 2 years	54	Rs. 3 for 2 years.
Middle Vernacular ..	8	Rs. 4 for 2 years	8	Rs. 4 for 2 years.
Middle English	4	Rs. 5 for 4 years	12	Rs. 5 for 4 years.

(G. O. No. 227Edn., dated the 26th January 1926.)

85. The scholarships will be distributed by the Inspectress subject to the reservation of two Middle Vernacular and two Middle English scholarships for the Eden High School. The examination for these reserved scholarships will be conducted by the Lady Principal.

86. The scholarships will be awarded on the results of examinations *in situ*.

87. The Director of Public Instruction will frame detailed rules for the conduct of examinations, subject to the following general conditions :—

(*i*) There shall be no limit of age for candidates.

(*ii*) Each school may present four candidates.

(*iii*) The examinations shall be controlled by the Inspectresses of Schools with whom the final award shall rest. The examinations for Primary scholarships shall be carried out by the ordinary inspecting staff and those for Middle scholarships by Assistant Inspectresses.

88. Not more than two scholarships may be awarded to any single school with the exception of the Eden High School. Three Primary scholarships may be granted in this school if suitable candidates are available.

89. Primary scholarships are tenable in a five-classed primary school (in the case of Primary Preliminary scholarships), Middle or High school, or in zanana classes. Middle Vernacular scholarships are ordinarily tenable only in High schools, in Middle English schools, in training classes or training schools and in schools which have an advanced course, approved by the Department beyond the Middle stage. Middle English scholarships are ordinarily tenable only in High schools.

90. Scholars who elect to hold their scholarships at home or in zanana classes will be liable to forfeit their scholarships at any time on their failing to satisfy the Inspectress of Schools of their regular attendance and satisfactory progress.

91. As a temporary measure, girls who are awarded Primary scholarships from girls' schools will be allowed to draw them at half-rates while continuing their studies at home, subject to the following conditions :—

(*i*) Scholarships for home study will not be awarded until the claims of all girls who qualify for scholarships and propose to read at school are satisfied.

(*ii*) If there is a suitable school within reasonable distance, scholarships for home study will not be awarded to girls under 12 years of age.

(*iii*) The scholarship will be granted in a lump sum at the end of each year after the scholar has been examined and has satisfied the Inspectress that she has made due progress.

Special Stipends.

92. The Director of Public Instruction is empowered to grant special stipends subject to the annual allotment in his budget as sanctioned by Government.

93. The following special rules apply in the case of special stipends in addition to the general rules relating to the award and tenure of ordinary scholarships :—

(*i*) No application will be considered unless submitted through the head of the institution in which the applicant is a pupil and when the institution is a school.

(*ii*) An application for a special stipend must be accompanied by :—

(*a*) a certificate of poverty from at least two persons approved by the head of the institution ; and

(*b*) a certificate of merit and age from the head of the institution.

(*iii*) A special stipend shall not be awarded to a graduate.

(*iv*) A special stipend is tenable only in institutions recognised for this purpose by the Director of Public Instruction.

Miscellaneous.

94. Except where there is any special provision to the contrary candidates for scholarships, provided in the foregoing rules, must be domiciled and educated in Bengal. A candidate will be considered to be domiciled in Bengal whose parents or guardians have resided therein for not less than a year previous to the date of the scholarship examination.

The question of eligibility under this rule shall be decided :—

(*a*) by Inspectors and Inspectresses in the case of Junior, Middle and Primary Final scholarships ; and

(*b*) by the Director of Public Instruction in other cases.

95. All the Durga Charan Laha Scholarships are tenable by students of the University of Calcutta and in colleges and schools affiliated to, or recognized by, it.

96. When the same number of marks is secured by two or more candidates preference should be given to the candidate or candidates who secure the highest number of marks in compulsory subjects only.

97. No candidate who has once been admitted to a scholarship examination shall be again admitted to the examination with a right to complete for junior or school scholarships.

98. Scholarships and stipends falling vacant shall remain vacant except when the Director of Public Instruction shall decide otherwise.

99. In the case of an attached Collegiate School the Principal will act as Inspector/Inspectress for the purpose of these rules.

100. Shia students and students who are *bona fide* residents of the town of Hooghly will be entitled in addition to their special Mohsin stipends, to receive any other scholarship or stipend for which they are eligible.

101. Except Medical and Engineering students and those students who are Shias or *bona fide* residents of the town of Hooghly no one who holds any Government or other scholarships or stipends of the aggregate value of more than Rs. 10 will be entitled to hold any of the Mohsin stipends.

CHAPTER XIV.

Section I.—Rules relating to service of Educational Officers.

A.—Appointments.

(i) Description of Educational Services.

1. The Department comprises officers of the Indian, Bengal and Subordinate Educational Services. It also contains a number of "Special" posts and posts outside the classified services on fixed or incremental pay.

N. B.—(*a*) The post of the Director is not included in the Indian Educational Service.

(*b*) The Indian Educational Service is to be replaced by a Service constituted on a provincial basis and recruitment to the Indian Educational Service has been stopped by the orders of the Secretary of State for India.

(*c*) The preparation of Statutory rules for recruitment to the various educational services other than the Provincial Educational Service is under the consideration of Government.

(ii) Powers of appointment.

2. Appointments to the Bengal Educational Service are made by the Local Government acting under the advice of the Selection Board. With these exceptions, appointments to all other gazetted posts outside the classified services and also to special posts are made by Government on the advice of the Director of Public Instruction. Appointments to all non-gazetted posts ar made by the Director, Inspectors, Principals and Governing Bodies of Colleges, as the case may be.

(iii) Rules for recruitment to Bengal Provincial Educational Service.

(Government Notification No. 8173A., dated the 22nd May 1930.)

3. (I) These rules may be known as the Bengal Provincial Services Recruitment Rules.

(II) For the purposes of these rules—

(1) the Provincial services shall consist of members of the services included in Schedule I and of such services as shall hereafter be included in Schedule I by notification in the *Calcutta Gazette*;

(2) the Selection Board for all appointments other than those made in the United Kingdom shall be as constituted by the Bengal Selection Board (Constitution and Functions) Rules. For appointments made in the United Kingdom the Selection Board shall be deemed to be the High Commissioner for India acting on the advice of any Selection Board he may from time to time decide to appoint;

(3) "selection" shall mean selection after consulting the Selection Board;

(4) "direct appointment" shall mean appointment otherwise than by promotion from any Government service;

(5) "native of Bengal" means a person domiciled in Bengal and born of parents habitually resident in Bengal and not established there for temporary purposes only; and

(6) "Government" shall mean the local Government as defined in section 134 (4) of the Government of India Act.

(III) (1) Recruitment to the Provincial Services shall be made .....by promotion or by selection. The method of recruitment for each Provincial Service shall be as set forth in Schedule II: Provided that, in exceptional circumstances, and with the previous consent of the Governor General in Council, recruitment may also be made on the nomination of Government.

(2) Recruitment shall ordinarily be made in India, but when suitable candidates with technical qualifications are not forthcoming in India, recruitment may be made in the United Kingdom.

(IV) Subject to the further provisions of these rules candidates shall be appointed—

(G. O. No. 13989, dated the 20th November 1930.)

(1) in the case of recruitment on the result of a competitive examination in their order of merit from a list of candidates prepared and forwarded to Government by the Examination Board, and

(2) in the cases of recruitment by promotion or selection, after consulting the Selection Board.

(V) (1) The qualifications of eligibility for direct appointment to each Provincial Service are set forth in Schedule III.

(2) Save in exceptional circumstances, with the special sanction of Government for reasons to be recorded in writing—

(*a*) no person shall be appointed by direct recruitment to any Provincial Service whose age falls short of or exceeds that laid down for candidates to that service, and

(*b*) subject to the following exceptions no person shall be appointed, by promotion to any Provincial Service whose age, on promotion, exceeds 40 years.

The age-limit of 45 years for promotion to the Inspecting Branch in the Bengal Educational Service laid down in the above exceptions shall not apply to officers in the Subordinate Educational Service who entered service before the 1st January 1915.

(G. O. No. 4367A., dated the 20th May 1931.)

Exceptions.

Bengal Educational Service, Teaching branch ..	No limit.
Ditto ditto, inspecting branch	45 years.

(3) No person shall be appointed to a Provincial Service who is not of good character and in all respects suitable for appointment to Government service. Every candidate for direct appointment shall furnish certificates,

written not more than one year prior to the date of application, from two responsible persons unconnected with the college or university and not related to him, testifying to his private character.

(4) No person shall be appointed to a Provincial Service who is not of sound health, good physique, and active habits and free from organic defect or bodily infirmity, and in respect of whom Government are not satisfied that he is physically fit and in all respects suitable for appointment to Government service.

(VI) No person will be eligible for appointment to a Provincial Service who has endeavoured to enlist for his candidature the support of persons of influence or of officials of Government. Spontaneous recommendations from persons interested, in or otherwise known to, the candidate will be disregarded.

(VII) (1) Without the previous sanction of the Governor General in Council no person shall be eligible for appointment to any Provincial Service, who is not a British subject, or the subject of a State in India in respect of whom the Governor General in Council has made a declaration under section 96A of the Government of India Act.

(2) No person shall be eligible for direct appointment to a Provincial Service who is not either a native of Bengal or permanently domiciled in Bengal. Evidence as regards domicile shall be carefully scrutinised.

(G. O. No. 2639 Edn., dated the 14th October 1931.)

(VIII) (1) (*a*) In the case of recruitment in India by examination or by selection, candidates selected by Government for appointment from the lists forwarded by the Selection Board shall be required to attend before a Medical Board convened for their examination by the Surgeon-General with the Government of Bengal to prove their physical fitness for Government service. Male candidates shall conform with the standards prescribed in Schedule IV and female candidates shall conform with the same standards so far as they are applicable. After examining the candidates the Medical Board shall furnish to Government a certificate in the appropriate form appended to Schedule IV. In the case of female candidates, a Medical Board shall, if the candidate so desires, be composed of women doctors selected by the Surgeon-General with the Government of Bengal.

(*b*) Candidates recruited in England shall attend before the Medical Board prescribed by the High Commissioner for India to prove their physical fitness for Government service. They shall conform with the standards prescribed in Schedule IV, and after examining them the Medical Board shall furnish to the High Commissioner a certificate in the form appended to Schedule IV. This certificate shall be forwarded to Government by the High Commissioner for India, together with his recommendation.

(2) After examining such medical certificates and recommendations furnished in accordance with sub-rule (1) Government—

(*i*) shall refuse to pass a candidate whom their medical advisers consider unfit to enter the service of Government, or

(*ii*) may accept a candidate whom their medical advisers consider fit to enter the service of Government, or

(*iii*) may, in their discretion, reject as unfit any candidate whom they consider to be disqualified for the service of Government.

(IX) When recruitment is to be made to any Provincial Service or Services by examination or selection, in accordance with these rules, there shall

be published in the *Calcutta Gazette*, and in such other manner as Government may from time to time direct, a notification containing instructions on all or any of the following details :—

(*i*) Number of vacancies.

(*ii*) Method of recruitment.

(*iii*) In the case of posts to be filled by examination—

(*a*) Date of submission of applications for permission to appear at the examination and method of submission.

(*b*) Qualifications required from candidates and the methods by which these qualifications shall be established.

(*c*) Date of the examination.

(*d*) Syllabus of the examination.

(*e*) Datailed arrangements for the examination.

(*iv*) In the case of posts to be filled by selection—

(*a*) Date of submission of applications and methods of submission.

(*b*) Qualifications required from candidates and the methods by which these qualifications shall be established.

(X) When recruitment is to be made by promotion, Government shall call for recommendations for promotion which shall be forwarded for the consideration of the Selection Board under rule IV(*2*), and may prescribe—

(*i*) the authorities by whom and to whom, the channels through which and the dates on which recommendations shall be made ;

(*ii*) the number of recommendations which may be made by each authority prescribed ; and

(*iii*) the qualifications rendering persons eligible for promotion and the methods by which these qualifications shall be established.

SCHEDULE I.

List of Provincial Services.

16. Bengal Educational Service.

SCHEDULE II.

Name of service.	Method of recruitment.
16. Bengal Educational Service.	(*a*) Recruitment to the following posts shall ordinarily be made by promotion from the Subordinate Educational Service, but if a suitable recruit to any of the posts is not thus forthcoming, recruitment shall be made by selection :— (*i*) Second Inspectors of Schools, (*ii*) Assistant Inspector of Schools for Muhammadan Education,

Name of service.	Method of recruitment.
	(*iii*) District Inspectors of Schools, (*iv*) Headmasters of Government High and Training Schools for boys, (*v*) Headmistresses of Government High and Training Schools for girls, (*vi*) Lecturers and Demonstrators in the Bengal Educational Service.

In making direct appointments Government reserve the right to appoint Muhammadans to as many as 45 per cent. of the vacancies in the posts mentioned against (*i*) and (*iii*) and 33⅓ per cent. of the vacancies in the posts, mentioned against (*iv*) and (*vi*), if there are suitable Muhammadan candidates with the necessary qualifications.

Provisos :—

(*i*) Nothing in this schedule shall prejudice the right of Government to appoint, without reference to the Selection Board, any member of the Bengal Educational Service to any post within that service.

(*ii*) One permanent vacancy in every three in the posts of Assistant Inspectors of Schools for Muhammadan Education shall be filled up by selection, provided candidates possessing the special qualifications prescribed can be obtained and their qualifications are superior to those possessed by candidates in the Subordinate Educational Service.

(*iii*) One permanent vacancy in every four in the posts of District Inspectors of Schools shall be filled up by selection, provided candidates possessing the special qualifications prescribed can be obtained and their qualifications are superior to those possessed by any candidate from the Subordinate Educational Service.

(*iv*) One permanent vacancy in every five in the posts of Head Master of a High School shall be filled up by selection, provided candidates possessing the special qualifications

Name of service.	Method of recruitment.
	prescribed can be obtained and their qualifications are superior to those possessed by any candidate from the Subordinate Educational Service. The same rule shall apply to Headmastership of Normal Schools.
	(*b*) Recruitment to the following posts shall be made by selection permission being granted to officers of the Subordinate Educational Service to apply.
	A—Men's Branch—
	(1) Professor of Colleges.
	(2) Head Maulvis and Additional Maulvi, Calcutta Madrassah.
	(3) Librarian, Bengal Library.
	(4) Superintendent and Assistant Superintendent, Hooghly Madrassah.
	(5) Demonstrators of the Bengal Engineering College.
	When direct appointments are made in the case of posts mentioned against (1), (apart from those attached to communal institutions and also those which are necessarily or ordinarily communal in nature, such as Professorships of Arabic and Sanskrit) preference shall be given to a Moslem applicant, provided he is equal in qualifications and experience to the best non-Moslem applicant, until the proportion of Moslems on the staff of each college becomes equivalent to the proportion of Moslem students on its rolls. In the case of posts mentioned against (5), Government reserve the right to appoint Muhammadans to as many as 33⅓ per cent. of the vacancies, if there are suitable Muhammadan candidates with the necessary qualifications.
	B—Women's Branch—
	(1) Assistant Inspectresses of Schools.
	(2) Second Mistress, Eden High School for Girls, Dacca.
	(3) Professor of English, Bethune College

SCHEDULE III.

Qualifications for eligibility for appointment.

Service.	Qualifications.
16. Bengal Educational Service.	(*i*) *Age.*—Candidates for appointment by selection to the inspecting branch must not be over 35 and for appointment by selection to the teaching branch must not be over 45 years of age. NOTE.—(1) Relaxation of the age-limit may be allowed up to 50 years in the case of candidates for the post of Head Maulvi and Additional Maulvi, Calcutta Madrasah, who possess exceptionally high qualifications. (2) The age-limit in the case of recruitment by promotion is laid down in rule V.
(*i*) Head Maulvi, Calcutta Madrassah. (*ii*) Additional Maulvi, Calcutta Madrassah.	(*ii*) *Educational and other qualifications.*—Candidates must be reputed Arabic and Persian scholars of the Sunni Sect and specialists, either (*a*) in Muslim Theology, Hadith, Tafsir and Law, or (*b*) in Arabic and Persian Literature and Muslim history. Preference will be given to candidates possessing administrative experience.
(*iii*) Professor, Oriental Department, Sanskrit College.	Candidates must possess a first class title in Smriti with reputation as a scholar and teacher.
(*iv*) Special Arabic Lecturer, Chittagong Madrasah.	Candidates must possess a first class degree as M.A. in Islamic studies or a first class degree as M.A. of the Calcutta University in Arabic or a first class title from the Calcutta Madrasah or its equivalent, with reputation as scholar and teacher, and with proficiency in speaking and writing Arabic, Bengali and Urdu.
(*v*) Librarian, Bengal Library.	Candidates must possess a first class degree as M.A. in Sanskrit or Bengali or its equivalent, with proficiency in English, a working knowledge of Hindi or Urdu and facility in translation into English.
(*vi*) Professor of Training Colleges for Teachers.	Candidates must possess a first class degree as M. A. or M. Sc. of an Indian University or must be Honours graduates of a British University with a Bachelor's or Master's degree or must possess a recognised English diploma in teaching, together with special knowledge of educational measurement or school organization and method, or of some similar specialised work.
(*vii*) Superintendent, Hooghly Madrasah	Candidates must possess the degree of M. A. in Arabic, preferably first class, with administrative ability and reputation as a scholar and teacher.

Service.	Qualifications.
(*viii*) Assistant Superintendent, Hooghly Madrasah.	Candidates must possess a first class title in Arabic and reputation as a scholar and tacher of Arabic Literature or a degree as M. A. in Arabic, preferably first class.
(*ix*) Lecturers, Ahsanulla School of Engineering, Dacca.	Candidates must possess a good University degree in Engineering, Indian or European, with teaching or practical experience.
(*x*) Professor, Assistant Professors, Lecturers and Teacher of the Bengal Engineering College.	(*a*) *Professor of Mathematics.*—Candidates must possess a first class degree of M. A. or M.Sc. in Mixed Mathematics with teaching experience. (*b*) *Assistant Professor of Mechanical Engineering.*—Candidates must possess a good Engineering degree, or its equivalent, and sufficient experience in workshops, together with the Associate membership of a recognised Institution of Engineers. (*c*) *Lecturer in Civil Engineeriag.*—Candidates must possess a good Engineering degree with at least three years' experience as a Civil Engineer after the compulsory year of practical training and the Associate membership of the Institution of Engineers (India). (*d*) *Lecturer in Mathematics.*—Candidates must possess a first class degree of M. Sc. with a good record as teacher. (*e*) *Teacher of Surveying.*—The same as for Lecturer in Civil Engineering at (*c*).

[Government notification (Appointment Department) No. 8977A., dated the 28th August 1933.]

(*xi*) Head Masters of Government High Schools for boys. (*xii*) Head Master of Training Schools for boys.	(*a*) For appointment by selection :— (*i*) *Academic.*—Candidates must possess a first class degree as M. A. or M. Sc. of an Indian University or Honours degree or corresponding qualification of a European or American University.

(G. O. No. 7832 A., dated the 13th April 1932.)

(*ii*) *Professional.*—Candidates must possess a degree in teaching of an Indian University or a diploma or a degree in teaching of a European University.

Service	Qualifications.
	(*iii*) *Other.*—Candidates mut produce evidence of an outstanding capacity for developing the corporate life of a school, of power of maintaining discipline, of capacity for control and of a satisfactory record of teaching experience.
	(*b*) For appointment by promotion or in the case of Subordinate Educational Service Officers permitted to apply under Schedule II 16 (*b*) :—
	Candidates must possess a first or second class degree as M. A. or M. Sc. of an Indian University or an Honours degree (or corresponding qualifications) of a European University, with a satisfactory record of teaching.
(G. O. No. 3507A., dated the 2nd April 1931.)	
	(*i*) *Academic.*—Candidates must possess degree as B. A. or B. Sc., or M. A. or M. Sc. of an Indian University or as B. A. or B. Sc. (or a corresponding degree) of a European or American University.
	(*ii*) *Professional.*—Candidates must possess a degree in teaching of an Indian University or a diploma or a degree in teaching of a European University.
	(*iii*) *Other.*—Candidates must produce evidence of an aptitude for developing the corporate life of a school, of power of maintaining discipline, of a capacity for control and of a satisfactory record of teaching experience.
(*xiii*) Professors of English in Government Arts Colleges.	(*a*) For appointment by selection :—
(*xiv*) Lecturers in English at Krishnagar College and Dacca Intermedate College.	Candidates must possess a first class degree as M. A. or M.Sc. of an Indian University or a good Honours degree of a European University with satisfactory evidence of teaching experience of at least three years ; capacity for original research will ordinarily be required to be proved, except in cases where teaching ability of a special nature is possessed.
(*xv*) Professors of History in Government Arts Colleges.	

Service.	Qualification.
	(*b*) For appointment by promotion :—
(*xvi*) Professor of Economics at Presidency, Hooghly and Chittagong Colleges.	Candidates must posses a first or second class degree as M. A. or M. Sc. of an Indian University or an Honours degree (or corresponding qualification) of a European University, with a satisfactory record of teaching.
(*xvii*) Lecturer in Economics at Rajshahi shahi College.	(*Vide* previous page.)
(*xviii*) Professors of Philosophy in Government Arts Colleges.	
(*xix*) Lecturer in Philosophy at Hooghly College.	
(*xx*) Professors of Arabic and Persian in Government Arts Colleges.	
(*xxi*) Professors of Sanskrit, in Government Arts Colleges.	
(*xxii*) Lecturer in Sanskrit, Hooghly College.	
(*xxiii*) Professors and Demonstrators of Physics in Government Arts Colleges.	
(*xxiv*) Professors and Demonstrators of Chemistry in Governments Arts Colleges.	
(*xxv*) Professors of Mathematics in Government Arts Colleges.	
(*xxvi*) Lecturers in Mathematics at the Bethune College and Hooghly College.	
(*xxvii*) Professors of Botany at Presidency College.	
(*xxviii*) Professor of Geology at Presidency College.	
(*xxix*) Professor of Physiology and Demonstrator in Physiology at Presidency College.	
(*xxx*) Professor of Pali at Chittagong College.	

Service.	Qualifications.
(*xxxi*) Second Inspectors of Schools.	Candidates must possess the qualifications prescribed for the post of District Inspectors together with administrative and organising ability of a definitely superior type.
(*xxxii*) Assistant Inspectors of Schools for Muhammadan Education.	(*i*) *Academic.*—Candidates for appointment by selection must possess a first class degree as M. A. in Arabic or Persian with a good knowledge of the other language or a first class degree as M. A. in other subjects with a good knowledge of Arabic, Persian and Urdu. Candidates for appointment by promotion must possess the degree of B. A. in Arabic or Persian with a good knowledge of the other language and of Urdu. (*ii*) *Professional.*—Candidates must possess a degree or diploma in teaching. (*iii*) *Other.*—Candidates must produce evidence of a capacity for touring work, of a good social status, of an aptitude for influencing by inspection the work done in a school and of satisfactory organizing ability.
(*xxxiii*) District Inspectors of Schools.	(*i*) *Academic.*—As for Head Masters of High and Training schools. (*ii*) *Professional.*—As for Head Masters of High and Training Schools. *Proviso.*—Government may accept as eligible for appointment by promotion candidates who have no degree or diploma in teaching if they have adequate experience of educational institutions abroad and satisfactory degrees.

(G. C. No. 7832A., dated the 13th April 1932.)

	(*iii*) *Other.*—Candidates must produce evidence of a capacity for touring work, of good social status, of an aptitude for influencing by inspection the work done in a a school and of satisfactory organizing ability.
(*xxxiv*) Assistant Inspectresses of Schools.	(*i*) *Academic.*—Graduate of an Indian or European University with a diploma or degree in teaching and satisfactory teaching experience. (*ii*) *Other.*—Evidence of capacity for touring work, of good social status, of aptitude for influencing by inspection the work done in a school and of satisfactory organising ability.

Service.	Qualifications.
(*xxxv*) Head Mistress of Government High Schools for Girls.	(*i*) *Academic.*—As for Assistant Inspectresses of Schools. (*ii*) *Other.*—Evidence of aptitude for developing the corporate life of a school, of power of maintaining discipline, of capacity for control and of a satisfactory record of teaching experience.
(*xxxvi*) Second Mistress, Eden High School for Girls, Dacca.	M. A. with teaching experience. Preference will be given to a candidate possessing a degree or diploma in teaching.
(*xxxvii*) Professor of English, Bethune College, Calcutta.	First or second class M. A. of an Indian University or a good Honours degree of a European University with satisfactory evidence of teaching experience.
(*xxxviii*) Lecturer in Botany, Bethune, College Calcutta.	First or second class M. A. or M. Sc. with satisfactory and sufficient experience in teaching.
(*xxxix*) Lecturer in History, Bethune College, Calcutta.	Ditto.

SCHEDULE IV.

Regulations as to the physical examination of candidates for direct appointment to the Provincial Services in Bengal.

General physical requirements.

I. A candidate must be in good mental and bodily health, and free from any physical defect likely to interfere with the efficient performance of his duty.

II. In the examination of candidates the Medical Board will apply the following table of correlation of age, height and chest girth—

Age.	Hight without shoes.		Chest measurement on full expiration.	Chest measurement on full Inspiration.
	Inches.	Inches.		
s	62½ and under	65	30	32
	65 „	68	31	33
	68 „	70	32	34
	70 „	72	33	35½
	72 and upwards		34	36½

III. *Measurement of chest.*—The candidate will be made to stand erect with his feet together and to raise his hands above his head. The tape will be carefully adjusted round the chest, with its posterior upper

edge touching the inferior angles of the shoulder blades, and its anterior lower edge the upper part of the nipples. The arms will then be lowered to hang lossely by the side, and care will be taken that the shoulders are not thrown upwards or backwards so as to displace the tape. The candidate will then be directed to empty his chest of air as must as is possible. This is best done by continuous whistling with the lips as long as sound cane be produced. The tape will be carefully gathered in during the process, and when the minumum measurement is reached it will be recorded. The candidate will then be directed to inflate his chest to its right capacity. The maximum measurement will likewise be noted. The girth with the chest fully expanded and the range of expansion between the minimum and maximum will then be recorded. In all doubtful cases the functional capacity of the lungs may be tested by means of the spirometer. The minimum vital capacity as tested by the spirometer shall in no case be below 180 cubic inches.

IV. The hearing must be good.

V. The speech must be without impediment.

VI. The teeth must be in good order, *i.e.*, decayed or broken teeth must be properly stopped or crowned, and deficient teeth replaced by artificial teeth, where necessary, for effective mastication.

VII. The chest must be well formed, the lungs and heart sound.

VIII. Rupture, hydrocele, variococele, varicose veins in a severe degree, or other conditions likely to cause inefficiency will disqualify a candidate, unless such conditins is cured by operation. Where any candidate has been rejected and has subsequently undergone one or other operation for hernia, hydrocele, varicocele or varicose veins, the Board may pass him, provided they are satisfied that the candidate has been radically cured.

IX. The limbs, feet and toes must be well-formed and developed, with free and perfect motion of all the joints.

X. A candidate must have no congenital malformation or defect likely to interfere with his efficiency.

XI. A candidate must not be subject to chronic skin disease.

XII. Evidence of previous acute or chronic disease pointing to an impaired constitution will disqualify.

Standard of minimum acuteness of vision required for appointment in the Provincial Services.

Better eye.	Worse eye.
Vision = $^{6}/_{6}$	Vision = $^{6}/_{9}$

after correction with glasses, provided there are no morbid changes present in the choroid or retinæ.

2. Cases of myopia may be admitted provided the ametropia in either eye or both eyes, does not exceed —3·5D and there are no morbid changes in the choroid or retinæ.

(G. O. No. 14005A., dated 20th November 1930.)

Cases of myopia with posterior staphyloma may be admitted, provided ametropia in either eye does not exceed—2·5D and no morbid changes are present in the choroid or retinæ.

A candidate of twenty-five years of age or over may be admitted, provided ametropia in either eye or both eyes does not exceed —3·5D, and provided his corrected vision reaches $^{6}/_{6}$ in each eye.

3. Candidates with hypermetropia may be admitted, provided the acuteness of vision is—

Better eye.	Worse eye.
Vision $=^{6}/_{6}$	Vision $=^{9}/_{6}$

after correction with glasses.

4. In cases of defective vision due to nebula of the cornea, the candidate will be rejected.

5. Squints or any morbid conditions subject to risk of aggravation or recurrence in either eye may cause rejection of a candidate.

6. Colour vision need not be taken into account.

Form of medical certificate for candidates for direct appointment to the Provincial Services in Bengal.

The attention of the Medical Board is specially directed to the following :—

No person will be deemed qualified for admission to the service who shall not satisfy Govenment that he has no disease, constitutional affection or bodily infirmity, unfitting him, or likely to unfit him, for the service. It should be understood that the question of fitness involves the future as well as the present and that of the main objects of medical examination is to secure continuous effective service, and in the case of candidates for permanent appointment to present early pension. It is at the same time to be noted that the question is one of the likelihood of continuous effective service, and that the rejection of a candidtae, need not be advised on account of the presence of a defect which in only a small portion of cases is found to interfere with continuous effective service. Before filling up the form it should be ascertained from the candidate whether he has been previously pronounced unfit for Government service by any duly constituted medical authority in India or elsewhere.

Form A.—For Male Candidates.

Signature of candidate in full.....

Height (without shoes).....

Girth of chest.....

Weight.....

We do hereby certify that we have examined.....

a candidate for employment in.....

His age is by his own statement....years and by appearance....years.

*The candidate states that he has been previously examined and rejected by a Medical Board on the following occasion (s) :—

Years.	Service for which medically examined.	Reason for rejection if known.

* Strike out this paragraph if the candidate states that he has not been previously examined.

We have had before us the proceeding(s) of the Board(s) which examined him in the.....

(*a*) General conformation.....

		Right eye.	Left Eye.
(*b*) Vision ..	(*a*) uncorrected	.....	.....
	(*b*) corrected	.....	.....
	(*c*) nature and degree of defect	.....	.....

(*c*) Teeth.....

(*d*) Hearing.....

(*e*) Lungs.....

(*f*) Heart.....

(*g*) Liver.....

(*h*) Spleen.....

(*i*) Hernia, present or absent.*

(*j*) Hydrocele, present or absent.*

(*k*) Glycosuria, present or absent.*

(*l*) Albuminuria, present or absent.*

(*m*) Distinguishing marks.....

*Strike out "present" or "absent" in (*i*), (*j*), (*k*) and (*l*), as the case may be.

We consider that he is of sound health and good physique and capable of bearing fatigue and exposure, and that he is fit to enter the service of Government.

We consider him unfit to enter the service of Government on account of*.....

} Strike out whichever of these does not apply.

Name .....

Designation .....

} *President.*

Name ....

Designation .....

Name .....

Designation .....

} *Members.*

Place.....

Date.....

* Here specify cause of rejection.

Form B.—For Female Candidates.

We hereby certify that we have examined.....a candidate for employment in the Department, and cannot discover that she has any disease, constitutional weakness or bodily infirmity, except..... We do not consider this a disqualification for employment in the office of..... We consider that she is physically capable of rendering efficient service for....years.

We consider her unfit to enter the service of Government on account of*.....

Strike out whichever of these does not apply.

Name .....

President.

Designation .....

Name .....

Designation .....

Members.

Name .....

Designation .....

Place.....

Date.....

* Here specify cause of rejection.

(iv) SELECTION BOARD FOR RECRUITMENT TO PROVINCIAL SERVICES.

4. The following Selection Board has been appointed to advise Government as to the fitness of candidates for appointment to Provincial Services in Bengal, incluing the Bengal Educational Service :—

President.

The Member, Board of Revenue.

Members.

The Commissioner, Presidency Division.

The President, Central Examination Committee.

The Director of Public Instruction, Bengal.

Secretary.

The Additional Deputy Secretary, Political Department.

(G. O. No. 4245A., dated 14th March 1930.)

(v) APPOINTMENT OF MUHAMMADANS TO NON-MINISTERIAL EDUCATIONAL SERVICES.

(G. O. No. 458-Edn., dated 9th August 1926.)

5. The question of the larger employment of Muhammadans in the various services under Government has recently engaged the attention of Government, and after examination of the present conditions of recruitment to the various non-ministerial Educational Services in this province, the Governor in Council has been pleased to lay down the following rules to regulate the appointment of Muhammadans to the Education Department in future. All appointing authorities subordinate to the Director of Public Instruction as well as the Governing Bodies of Government colleges are required to note these rules for their giudance.

Rules regulating the appointment of Muhammadans in the various non-ministerial Educational Services in Bengal.

The following rules have been framed to serve as a working guide to ensure larger employment of Muhammadans in the various non-ministerial Educational Services in Bengal in future. These rules shall not apply to the Women's branch of the Educational Services, nor shall they apply to posts filled by promotion of officers already in the services :—

(1) **Higher Collegiate appointments.**—When direct recruitment is made by the Local Government to fill Collegiate appointments (other than Principalships) now included in the cadre of the Indian Educational Service or the Bengal Educational Service (apart from those attached to communal institutions), preference shall be given to a Moslem applicant provided he is equal in qualifications and experience to the best non-Moslem applicant, until the proportion of Moslems of the staff of each college becomes equivalent to the proportion of Moslem students on its rolls. Posts which are necessarily or ordinarily communal in nature, such as Professorships of Arabic and Sanskrit, shall not be taken into account in the working of this rule.

(2) **Divisional Inspectorships of Schools.**—At least one in every three direct appointments to Divisional Inspectorships of Schools shall go to a Moslem provided candidates meeting such standard of attainment as may be prescribed are available.

(3) **Head Masterships of Schools.**—Rule (2) shall apply to all direct recuitment to Head Masterships of schools included in the Bengal Educational Service.

(4) **Inspecting posts in the Bengal Educational Service other than Divisional Inspectorships.**—Forty-five per cent. of all direct recruitment to inspecting appointments in the Bengal Educational Service other than Divisional Inspectorships shall be reserved for Moslems provided applicants qualified according to such standard as may be prescribed for these appointments are available, such percentage to be inclusive of communal appointments.

(5) **Lower collegiate appointments.**—At least one in every three direct appointments to college Lectureships shall be reserved for a Moslem, provided such appointment involves no loss of efficiency. The Governing Bodies of colleges, so far as they have or may have powers to make these appointments and those which have or may have powers to make nominations for such appointments, shall follow this rule in making or recommending direct appointment to Lectureships in colleges. The rule shall have no application to communal colleges, nor to posts which are necessarily or ordinarily communal in nature, such as Lectureships in Arabics or Sanskrit which will not be taken into account in working this rule.

(6) **Subordinate Educational Service posts (other than those of College Lecturers).**—Of direct appointments to the posts of Subdivisional Inspector of Schools, Sub-Inspector of Schools, Assistant Head Master of Government High and Normal Schools and English and Vernacular teachers, 40 per cent. shall at present be reserved for Moslems, such percentage to be inclusive of appointments in communcal institutions. The percentage shall be raised to 45 within three years as indicated below :—

	Per cent.
1926-27	40
1927-28	42
1928-29	45

The Department of Public Instruction, in carrying out the provisins of this rule, should aim at soa djusting appointments, district by district, that a large proportion of the appointments made in accordance with the Divisional percentage is made in those areas where the Moslem population is large or predominates.

(vi) Appointment of Muhammadans to ministerial Educatiotal Services.

6. In Appointment Department circular No. 3386A., dated the 20th April 1914, it was decided that, under the conditions then prevaling, one-third would be a fair share of the ministerial appointments, which should be held by Muhammadans in the offices of the Dacca, Chittagong and Rajshahi Divisions, excluding the Darjeeling District, and in the Presidency Division and that in the other districts of the Presidency the proportion of Muhammadan recruitment should correspond approximately to the percentage of the population represented by Muhammadans and an annual return was precribed for submission to Government.

(*f*) In Appointment Department circular Nos. 5159-5163A., dated the 30th September 1918, the above mentioned policy was restated and the annual return to Government was abolished, but its submission to Heads of Departments was retained and an annual report by them showing the progress made was prescribed.

(2) After examining the general question of Muhammadan employment in Government services, the Government of Bengal (Ministry of Education) were convinced that the progress made had not been wholly satisfactory. The causes which tend to prevent the orders on the subject resulting in the attainment of the prescribed minimum of one-third are :—

(*a*) that where there is a marked original defect in the proportion, the regular filling by the appointment of Muhammadans of one-third of the vacancies does not result in one-third of the appointments being held by Muhammadans until the completion of a period equal to the length of an officer's service, and

(*b*) that Muhammadans appointed as probationers sometimes do not get permanent ministerial appointments, because they accept other appointments with the result that though other Muhammadans are appointed as probationers in their places, the confirmation of a Muhammadan officer is in every such case postponed.

(3) After examining the general question, the Government of Bengal (Ministry of Education) adopted the two following formulæ in the matter of Muhammadan employment :—

"(*a*) That it is the duty of Government to take measures to ensure that there shall be in the future a sufficient proportion of Muhammadans in certain of the higher services to ensure that the general interests of the community shall not suffer and that the activities of Government as a whole shall be for the benefit of the whole population ; that this proportion shall be fixed not necessarily in accordance with, but on the basis of population ; that with regard to the subordinate appointments a sufficient share is allotted to the Muhammadans to encourage the education of the community, and to prevent the monopoly of public employment by any one class of community.

(*b*) That in the case of promotions within a service or from one service to another, there can be no question of communal interests and promotions must be based on merit alone or on merit combined with seniority, as the case may be."

In applying the latter portion of the first formula to ministerial appointments in the educational offices in the mufassal, it is necessary in the first place to work up to a minimum of one-third of ministerial appointments in each Division being reserved for Muhammadans where this is not already done, except in the Burdwan Division where the minimum should be 20 per cent. Where the percentage is now less than the above figure, new principles of recruitment may be adopted which will result in the percentage being speedily brought up to that figure. Further, all subordinate appointing authorities must realise that one-third or 20 per cent. is the prescribed minimum and not the maximum. Whether the proportion of one-third or 20 per cent. can be exceeded or not depends on the quality of the candidates who come forward. The vacancies which are not under the rules

specifically due to be filled by Muhammadans should not be considered to be reserved for non-Muhammadans, but should be open to members of either community.

(4) On the occasion of inspection of each Divisional office, the Director will examine the methods adopted and the results obtained and in particular he will satisfy himself that where Muhammadan candidates of good qualifications are not forthcoming, full use is made of recognized Muhammadan Associations for making vacancies known. Copies of the Director's remarks recorded at his inspections should be submitted to Government in the Appointment Department.

(G. O. No. 552Mis., dated the 26th February 1927.)

(vii) Rules relating to the appointment of English teachers and Sub-Inspectors of Schools.

(Appendix III to the Director's Circular letter Nos. 6769-6773A., dated the 22nd August 1928.)

7. (1) The posts to which recruitment shall be made under these rules and the qualifications required for them are set out in Schedule I appended to these rules.

(2) All permanent and temporary vacancies in these posts shall be filled normally by direct recruitment in accordance with the procedure prescribed in subsequent rules. It shall be open to the Director of Public Instruction, Bengal, to fill vacancies in those posts also by promotion from a lower teaching service of the Department or by transfer from another branch of the Subordinate Educational Service subject to these appointees being possessed of the requisite qualifications set out in Schedule I.

(3) No person shall be appointed as an English teacher, or a Sub-Inspector of Schools, who is not of good character and in all respects suitable for appointment to Government service.

(4) Every candidate for direct appointment shall furnish certificates, written not more than one year prior to the date of application, from two responsible persons unconnected with his College or University, and not related to him, testifying to his private character.

(5) No person shall be eligible for appointment who is not of sound health, good physique, and active habits, and free from organic defect or bodily infirmity, and in respect of whom the Director of Public Instruction, Bengal, is satisfied that he is physically fit and in all respects suitable for appointment to Government service.

(6) No person shall be eligible for appointment who has endeavoured to enlist for his candidature the support of persons of influence or of officials of Government. Spontaneous recommendations from persons interested in, or otherwise known to, the candidate shall be disregarded.

(7) Without the previous sanction of the Governor-General in Council, no person shall be eligible for appointment, temporary or permanent, who is not a British subject, or the subject of a State in India in respect of which the Governor-General in Council has made a declaration under section 96A of the Government of India Act.

(8) Except with the previous sanction of the Government of Bengal no person shall be eligible for appointment who is not a permanent resident or permanently domiciled in Bengal.

(9) The Director of Public Instruction, Bengal, shall maintain a Provincial panel of candidates approved for direct appointment and no one shall be offered a direct appointment unless his name is borne on the panel.

(10) The Provincial panel shall consist of names of candidates recommended by Divisional Panel Committees with such additions and modifications as may be ordered by the Director of Public Instruction, Bengal, at the time of the annual revision of the panel.

(11) The Divisional Panel Committees shall consist of at least one Moslem and one Hindu member, and shall be appointed by the Director of Public Instruction, Bengal. The constitution of the Committees shall be revised by the Director of Public Instruction, whenever he thinks it necessary.

(12) Until further orders the Divisional Panel Committees shall be constituted as follows :—

(*a*) For the Presidency Division—

(*i*) the Inspector of Schools, Presidency Division ;

(*ii*) the Principal, David Hare Training College ;

(*iii*) the Head Master, Hare School ; and

(*iv*) the District Inspector of Schools, Calcutta.

(*b*) For the Burdwan Division—

(*i*) the Inspector of Schools, Burdwan Division ;

(*ii*) Maulvi Musharraf Hossain, officiating Second Inspector of Schools, Burdwan Division ;

(*iii*) the Head Master, Hooghly Collegiate School ; and

(*iv*) the District Inspector of Schools, Hooghly.

(*c*) For the Dacca Division—

(*i*) the Inspector of Schools, Dacca Division ;

(*ii*) the Principal, Teachers' Training College, Dacca ;

(*iii*) the Head Master, Dacca Collegiate School ; and

(*iv*) the District Inspector of Schools, Dacca.

(*d*) For the Chittagong Division—

(*i*) the Inspector of Schools, Chittagong Division ;

(*ii*) the Principal, Chittagong College ;

(*iii*) the Head Master, Chittagong Collegiate School ; and

(*iv*) the Second Inspector of Schools, Chittagong Division.

(*e*) For the Rajshahi Division—

(*i*) the Inspector of Schools, Rajshahi Division ;

(*ii*) the Second Inspector of Schools, Rajshahi Division ;

(*iii*) the Head Master, Jalpaiguri Zilla School ; and

(*iv*) the District Inspector of Schools, Jalpaiguri.

(13) The Divisional Panel Committee shall meet in August in each year for the purpose of selecting candidates for admission to the Provincial Panel.

(14) At a sufficient interval before the meeting of a Divisional Panel Committee, a notification shall be inserted by the Inspector of Schools in the *Calcutta Gazette* inviting applications from candidates domiciled in the

Division. Applications shall be addressed to the Inspector of Schools in the form prescribed in Schedule II appended to these rules.

(15) At its annual meeting, each Divisional Panel Committee shall, if necessary, after interviewing candidates, make a list of not more than 32 persons, of whom 45 per cent. shall be Moslems, which shall form the Divisional Panel for the ensuing year. The Committee shall further select from this panel not less than 15 and not more than 25 candidates, of whom 45 per cent. shall be Moslems, in an order of priority for admission to the Provincial Panel. The Inspector of Schools shall submit the names recommended for admission to the Provincial Panel with full particulars to the Director of Public Instruction, Bengal, once a year in the first week of October.

(16) Candidates for those posts shall be under the age of 25 years. This condition may be relaxed by the Director of Public Instruction, Bengal, in the case of teachers who have worked satisfactorily for not less than two years in recognised High Schools under private management, up to the age of 30 years. No candidate who is age-barred under this rule shall be admitted to the Divisional or Provincial Panel, and, if previously admitted to either or both panels, a candidate shall have his name removed from the panel or panels on his attaining the age of 30 years, or on permanent appointment before that age.

N.B. —(1) The following instructions have been laid down for the guidance of all the local controlling officers concerned :—

(*i*) That permanent and quasi-permanent vacancies and temporary vacancies for periods *exceeding four months* will be filled up by the appointment of candidates borne on the Provincial Panel, which will be maintained in the central office on the basis of the recommendations of the Divisional Panel Committees.

(*ii*) That temporary vacancies for periods not *exceeding four months* should be filled up by the appointments of candidates who possess the requisite qualifications and are locally and readily available, on the recommendations of the local controlling officers concerned. Selection of such candidates should be made by the local controlling officers and in order to avoid dislocation of work the selected candidates should be allowed to join their temporary appointments in anticipation of sanction by this office. In cases, however, where suitable candidates with requisite qualifications (*viz.*, with B.T. or 1st class M.A. or M.Sc. degrees) are not locally and readily available, previous approval of this office to the appointments of non-B.T.'s or 2nd and 3rd class M.A.'s should invariably be obtained. The proportion of Moslem appointments fixed under Government order No. 458-Edn., dated the 9th August 1926, should be strictly observed but the age-limit of 30 years imposed under rule 16 in Appendix III to this office circular letter, dated the 22nd August 1928, need not be rigidly adhered to in short-term appointments in cases where there is a distinct gain by acting otherwise.

(*iii*) That a special list of suitable candidates should be maintained by every local controlling officer for filling short-term temporary vacancies under him. The list shall contain the names of those candidates, who are unemployed or are willing to accept short-term temporary vacancies and should be revised periodically by the additions of fresh names of intending candidates with requisite qualifications to be obtained from the Principals of the Teachers' Training Colleges after the results of the B. T. Examinations are published. The head of every institution or office, if any, under the controlling officer, should be furnished with a copy of the special list for selection of candidates for appointment in short-term temporary vacancies in that institution or office.

[Director of Public Instruction's Circular No. 31, dated the 7th November 1929.]

(2) Candidates for English teacherships in Calcutta Madrasah requiring Urdu knowledge may be exempted for five years from July 1928, from the operation of the B.T. rule provided that no Moslem candidate possessing the requisite knowledge of Urdu is on the panel. [G. O. No. 3997Edn., dated the 5th December 1929.]

SCHEDULE I.

	Posts.	Qualifications.
1.	English teachers in Government High and Normal Schools.	B.A. or B.Sc., preferably with Honours of a recognised University with a degree in teaching ; or first class M.A. or M.Sc.
2.	English Teachers in Government Madrasahs.	Ditto ditto.
3.	Sub-Inspectors of Schools	(*a*) Ditto ditto. (*b*) Teaching experience of a satisfactory nature for not less than two years in recognised secondary schools.
4.	Special Sub-Inspectors of *Maktabs*.	(*a*) B.A. preferably with Honours, in Arabic or Persian, with a degree in teaching ; or first class M.A. in Arabic or Persian. (*b*) Teaching experience of a satisfactory nature for not less than two years in recognised secondary

SCHEDULE II.

Form of application for appointment to posts of English teachers and Sub-Inspectors of Schools in the scale of Rs. 75—5—150 (efficiency bar)—5—200 in the Subordinate Educational Service.

(1) Name of applicant and present address (in full).

(2) Permanent address in full.

(3) Date of birth and age last birthday.

(4) Place of birth and permanent residence.

(5) Nationality at birth, religion and caste.
(Here state whether you are a British subject or not.)

(6) Father's name, place of birth and nationality at birth.

(7) Father's address and profession (if dead, give address at date of death).

(8) Name of school last attended before entering University, giving address, with dates of entering and leaving.

(9) Name of University and College. Give the dates of entering and leaving; and dates of passing examinations. State subjects studied, degrees, honours of prizes obtained and the class and position in the class obtained at all University and other public examinations.

(10) Name of the Training College attended. Give year and class of the B. T. degree and the subjects in which you specialised during training.

(11) Give details of any original work. If published, copies of the publications should be attached.

(12) Give details of any teaching experience with dates and names of institutions. Any testimonials as to your ability as a lecturer, teacher, etc., should be attached.

(13) Give names of games played—

(*a*) at school ;

(*b*) at college ; and

(*c*) after leaving the college.

State whether you have had experience in organising games.

(14) State whether you are a trained Scout Master. If so, what troops you have been in charge of and where.

(15) Name two persons of position (with address in full) who can, if necessary, testify to your character, and to accuracy of your statements.

(16) If time since leaving school is not fully accounted for by replies given above, account for the remainder here with dates.

(17) Are you free from pecuniary embarrassments ? If you are under liability to repay money advanced by an institution or party for your education, state the particulars.

(18) Have you ever been pronounced unfit at any time for Government employment by the Medical Board, or any other duly constituted medical authority in Bengal ? What serious illness have you suffered from since leaving school ?

(19) Have you appeared at any examination for Government service ? If so, state when and for what appointment ? With what result ?

(20) Have you previously been rejected for any appointment in Government service ? If so, when and for what reasons ?

(21) Are you willing to be appointed to any post temporarily vacant ?

(22) Indicate the class of post you prefer, whether an English teachership or a Sub-Inspectorship or both.

(23) State here any facts not recorded above which should be mentioned as supporting your suitability for appointment.

Signature———————————

Date———————————

SCHEDULE III.

List of Moslem non-Moslem candidates approved for appointment as English teachers and Sub-Inspectors of Schools in the scale of Rs. 75—5—200.

Serial No.	Name and present address.	Permanent (home) address—District Thana, Post Office and Village.	Date of birth.	Father's name.	Qualifications.		Remarks.
					Academic and professional.	Other (including past experience).	
1	2	3	4	5	6	7	8

(viii) MINIMUM QUALIFICATIONS REQUIRED FOR MINISTERIAL APPOINTMENTS IN OFFICES SUBORDINATE TO THE DIRECTOR OF PUBLIC INSTRUCTION, BENGAL.

8. All clerical vacancies occurring in Government High Schools for boys and girls should be filled by I.A. or I.Sc. passed candidates and no extension of service beyond 55 years of age should be granted to any of the existing clerks whose qualifications are below minimum prescribed above without specific orders of the Director.

The minimum qualifications of I.A. or I.Sc. shall apply to all cases of future appointments to clerkships in Government colleges or in offices of Divisional, District and Subdivisional Inspectors of Schools.

(Director of Public Instruction's order Nos. 6896-6919A., dated 26th August 1926.)

(ix) ALLOWANCES.

9. The Local Government has been authorised to sanction an allowance not exceeding Rs. 200 per mensem to an officer of the Geological Survey Department who is deputed by the Director of the Geological Survey of India to act in addition to his normal duties as Professor of Geology at Presidency College, Calcutta.

(Government of India's Order No. 1342, dated 16th November 1923.)

10. Educational officers who are Fellows of the University of Calcutta are in the case of those posted in Dacca, Chittagong and Rajshahi Divisions, allowed travelling allowance under the Fundamental Rules and the expenditure is debited to Provincial Revenues, while those stationed in Presidency and Burdwan Divisions are required to submit their travelling allowance bills to the University under the University Rules and payments are made to them from the University funds.

(x) Rules relating to appointments on probation.

11. In exercise of the power conferred by sub-rule (*1*) of rule 4 of the Civil Services (Governors' Provinces) Delegation Rules, 1926, the Governor in Council and the Governor acting with his Ministers have been pleased to make the following rules regulating the conditions of service of Provincal and Subordinate services and of officers holding special posts :—

(Finance Department notification No. 779T.—F., dated the 14th June 1928.)

Rules.

(1) For the purposes of these rules—

(*a*) " Appointed on probation " means appointed on trial in or against a substantive vacancy.

(*b*) " Probationer " means a Government servant appointed on probation. A Government servant so appointed (and continuing in service) remains a probationer until he is confirmed.

(2) Where it is intended that first appointment to a service or post shall normally be on probation, the period of probation shall be prescribed in the rule regulating the pay of that service or post.

(3) For special reasons (which should be recorded) the appointing authority may extend a probationer's prescribed period of probation by a further period not exceeding half the prescribed period. A period of probation may not be further extended without the special orders of Government, obtained on a recommendation made by the appointing authority.

(4) When a probationer is about to complete the period of probation prescribed under rule 2, the appointing authority shall record an order either confirming him with effect from the date of his completion of the prescribed period of probation or extending his period of probation or discharging him. Similarly, when a probationer is about to complete an extended period of probation, the appointing authority shall record an order either confirming him with effect from the date of his completion of the extended period of probation or discharging him, unless he has meantime received orders of Government sanctioning a further extension of the period of probation :

Provided that, if he has not on the date of expiry of the extended period of probation received the orders of Government on a recommendation made under rule 3, the appointing authority shall defer his order until those orders are received the probationer meantime being permitted to continue in service.

NOTE.—(1) The term "discharge" in this chapter includes, in the case of a probationer appointed by promotion from another service or post, reversion to that service or post.

(2) A recommendation that a period of probation should be extended by Government should be submitted in such time as to enable the orders of Government to reach the appointing authority before the date of expiry of the subsisting extended period of probation.

(5) Save pending the receipt of the orders of Government on a recommendation made under rule 3, a probationer may at any time be discharged from service by the appointing authority if considered by that authority to be unsuitable for the service or post to which he was appointed, but the order of discharge (except when passed by Government) shall not be given effect to till it has been submitted to and confirmed by the next higher authority.

(6) An order discharging a probationer shall indicate the grounds for the discharge, but no formal proceedings, such as are prescribed for the removal or dismissal of Government servants who are not probationers, shall be necessary.

(7) No appeal shall lie against an order discharging a probationer.

(8) A probationer may not be confirmed until he has served on probation for the period prescribed under rule 2, passed any test or examination, the passing of which may by rule be prescribed as a condition of confirmation in the service or post in which it is proposed to confirm him, and been declared by the appointing authority to be fit for confirmation.

(9) No increment of pay beyond the pay prescribed for the period prescribed under rule 2 may be drawn by a probationer until he is confirmed.

(10) When a probationer is confirmed otherwise than with effect from the date of expiry of the period of probation prescribed under rule 2, he will, unless it be otherwise provided by rule, draw as from the date of effect of his confirmation the pay he would have drawn, had he been confirmed on the expiry of the prescribed period of probation, and, unless it be otherwise provided by rule, the whole of his service from the date of his appointment on probation shall count for increment.

All existing rules and orders relating to the conditions of service of provincial and subordinate services and of officers holding special posts, in so far as they are not inconsistent with these rules, are hereby confirmed.

(xi) RULES REGARDING PROMOTION.

12. (*a*) In the case of promotions within a service or from one service to another there can be no question of communal interests and promotions

must be based on merit alone, or on merit combined with seniority as the case may be.

(G. O. No. 552Mis., dated the 26th February 1927.)

(*b*) Promotions to selection grade posts in the Indian Educational Service cannot be claimed as a matter of right. The following general principles regulate promotion to selection grade posts in the Indian Educational Service :—

(Government of India's order No. 157, dated the 15th December 1920, and No. 1538, dated the 22nd December 1923.)

(*i*) that they are determined by merit and not by seniority ; and

(*ii*) that they are purely personal, and appointment to any particular post does not *ipso facto* entitle an officer to a selection grade.

(G. O. No. 1438Edn., dated the 21st April 1923.)

(*c*) Under the scheme for the improvement of Secondary education in Bengal, Head Masterships of Government High schools have been raised to Bengal Educational Service. As Head Masters are mostly recruited by selection from Assistant Head Masters, the Government of Bengal (Ministry of Education) have examined the question of improving the method of recruitment for Assistant Head Masterships and have been impressed with the necessity for a careful scrutiny of the qualifications of teachers before they are selected for appointment to these posts. With this object in view Government (Ministry of Education), have directed the Director of Public Instruction to maintain a panel of teachers who may be considered eligible for such appointment in order of priority. This panel should contain names about one and a half times the number of anticipated vacancies during the next two years, with some Muhammadan names in addition, to provide teachers of this persuasion for schools for which such appointment is essential. In selecting names for the panel, due weight should be given not merely to the possession of academic degrees and to seniority in service, but also to professional qualifications, the possession of a diploma in teaching, aptitude for developing the corporate life of a school, such as interest in games and sports, force of character, power of maintaining discipline, capacity for control, originality in work, a satisfactory record of teaching experience in Government or private schools and such other qualities as inspire confidence. *Bona fide* teachers in private schools with special qualifications may be admitted to the panel up to the age of 30 or even of 32. On the occurrence of a vacancy permanent or acting for six months and over, the Director of Public Instruction should select an officer from this panel, the order of priority not being absolutely binding. Continued good work as Assistant Head Master would qualify for appointment to the Bengal Educational Service as Head Master.

(G. O. No. 3553Edn., dated the 25th November 1924.)

(*d*) The Government of Bengal approve the proposal that the rules laid down in Government order No. 1438Edn., dated the 21st April 1923, for the

recruitment of Assistant Head Masters of Government High Schools in Bengal be made applicable *mutatis mutandis* to the recruitment of District and Sub-divisional Inspectors of Schools.

(G. O. No. 3553Edn., dated the 25th November 1924.)

(*e*) (1) The principles laid down in Government order No. 1438Edn., dated 21st April 1923, will be applied *mutatis mutandis* to the selection of officers for appointments in similar ranks in girls' High schools as well as in first grade Training schools, and to the selection of Assistant Head Masters and Mistresses for recommendation to Government as heads of institutions.

(2) The office of the Director of Public Instruction maintains four select panels, one of Assistant Head Masters or others, considered fit for promotion or appointment to the rank of Head Master; a similar panel for Assistant Head Mistresses or others, considered fit for promotion or appointment to the rank of Head Mistress; a third panel of Assistant Masters, considered fit for promotion or appointment to the post of Assistant Head Master; and a fourth for Assistant Mistresses, considered fit for promotion or appointment to the post of Assistant Head Mistress. In order to facilitate the collection of the detailed information necessary for the preparation of the panels, a special form of confidential report has been drawn up by the Director of Public Instruction in consultation with Divisional Inspectors of Schools. A copy of the form is given at pages 462-63. It does not supersede the ordinary form, but is intended for use only in the case of persons recommended for inclusion in the panels.

(3) The selection should be made from amongst the English teachers in Government High and First Grade Training schools and in Senior Madrasahs as well as from amongst the head teachers of Government Middle English schools, and the Guru-training schools of the improved type, after personal inspection of their work. Selection may also be made from teachers employed in private or aided schools, subject to inspection, whose age does not exceed 32 years, but in this case teachers of very unusual ability only should be included in the list.

(4) The new system of making promotions or appointments will require the utmost care on the part of local officers, if it is to be successful. No teacher should be recommended for the promotion in question unless regarded by the reporting officer as thoroughly fit for it, even though the application of this standard would prevent any recommendation whatever being made. The reports should be as full as possible, and should not be monosyllabic or perfunctory, as is to some extent inevitable when reporting on large numbers of teachers. As the final lists will be selected in the office of the Director of Public Instruction, and will be constituted after a consideration of the nominations of all local officers, in the course of which one-half or two-thirds of the names recommended will be exercised, it is obvious that any neglect to supply the Director with the fullest material for a judgment will operate to the disadvantage of teachers recommended. It is, therefore, necessary to fill up each heading of the new confidential report form in the fullest possible detail.

(Director of Public Instruction's Circular No. 30, dated the 16th July 1923.)

FORM.

Confidential Report.

(For teachers recommended for promotion or appointment to the rank of Head Master or Assistant Head Master, etc.)

1. Name.

2. Designation.

3. Pay (scale and actual amount).

4. Date of birth.

5. Home district.

6. Actual duty on which employed (*i.e.*, the subject and classes taught).

7. Academic degrees (state class or division, whether Honours or Pass, also the subjects taken).

8. Professional qualifications (*e.g.*, B.T., L.T.—class or division to be stated—diploma in teaching, etc.).

9. Length and nature of teaching experience—

(*i*) In Government service.

(*ii*) In private service.

10. Physical capacity (specific training in drill, games played and teams played for, if any, and when, to be mentioned).

11. Character—

(*a*) Social (including tactfulness in dealing with fellow officers, teachers, parents and pupils).

(*b*) Moral.

12. Aptitude for developing corporate life in educational matters (*e.g.*, interest in games and sports, debating societies, managing clubs, etc.).

13. Power of maintaining discipline.

14. Power of organisation (details to be given, including experience in, and capacity for, office work, if known).

15. General health (state the amount of sick leave taken during past years).

16. Originality in work (give details).

17. General impression of teaching capacity (to be filled up by Divisional Inspector or Principal, etc., after hearing a lesson).

18. Any special aptitudes (*e. g.*, musical, scientific, literary, etc.).

19. Other qualities (showing *prima facie* fitness for special promotion, if any).

20. General remarks on discharge of duties (mention here anything known to you of an adverse nature, *e.g.*, past bad reports, if any).

21. Personal appearance and general impression (*e.g.*, smart, brisk, untidy, careless of appearances, etc.).

22. What promotion or appointment recommended (Headship or Assistant Headship).

Signed——

Designation——

Dated the *19* .

Special note by Divisional Inspector of Schools, Inspectress, Principal, etc., summarising the reasons for the recommendation made.

Signed——————————

Designation——————————

Dated the *19* .

(*f*) (1) The abolition of the posts of Assistant Inspectors of Schools (other than those for Muhammadan Education) gave rise to the necessity of granting enlarged powers to District Inspectors which in its turn necessitated a corresponding increase in the powers of Subdivisional Inspectors of Schools. Lest the District and Subdivisional Inspectors prove to be unequal to their increased responsibilities, it is necessary to ensure that all men promoted are equal to their work and to give specially capable men opportunities of early promotion.

(2) The system of making promotions requires the utmost care and thought on the part of local officers, if it is to be successful. It cannot succeed unless Inspectors of Divisions give the Director and Government the utmost assistance within their power. Their reports should be as full as possible, and should never be monosyllabic or expressed in vague or general terms. Their selection should be made only after personal inspection of the work of those officers, whom they recommend and the confidential report in the special form, shown at pages 465-66, should be written personally by them.

(3) It is fully recognised that the orders on the subject will place upon Inspectors of Divisions a very considerable responsibility which will not be easy for them to carry out. It is recognised that special difficulty may arise from the fact that Sub-Inspectors often work in district rural areas and that the Inspectors can personally inspect their work, or even meet them, at very infrequent intervals. Though it is hoped that after some lapse of time Inspectors will be able to fill up these reports from close personal knowledge of the work of every one of their subordinates, it is realised that this desideratum cannot be attained quickly. It is therefore suggested, as a possible method of procedure, that the District Inspector should be asked to select one or more of his Subdivisional Inspectors and report to the Inspector in precisely the form in which the Inspector is directed to report to the Director, filling up the special confidential report form in the case of the man selected, and explaining briefly why he has superseded any particular officer. In the same way each Subdivisional Inspector should be instructed to select one or more of his Sub-Inspectors and report to the District Inspector the names of the men selected, also justifying his selection by filling up the confidential report form, and briefly noting against the names of men passed over the reasons for their supersession. From the information obtained in this way, and from his personal knowledge, the Inspector will be able to make a choice without difficulty. Each Divisional Inspector presumably visits each district headquarters office once and in most cases twice a year. On these occasions he can after perusing the previously received reports of his subordinate officers test and sift them by inspection and enquiry, summoning individual Subdivisional Inspectors or Sub-Inspectors to district headquarters in cases where he is in doubt as to the rightness of the recommendations of his subordinate officers. From the information obtained by the process outlined above, it will not be difficult for the Inspector to select his final list, and to write up personally the special report on the selected officers which will be expected from him under these orders.

(4) The object of the system is two-fold. The one object is the prevention of the promotion of men unfit for the increased responsibilities which District Inspectors of Schools and Subdivisional Inspectors of Schools are to assume in the near future. The other is the discovery and promotion of first rate energy and talent at as early a date in an officer's career as possible.

(Director of Public Instruction's Circular No. 7, dated the 31st January 1925.)

FORM.

Confidentail Report.

(For inspecting officers recommended for promotion or appointment to the rank of District or Subdivisional Inspector of Schools.)

1. Name.

2. Designation.

3. Pay (scale and actual amount).

4. Date of birth.

5. Home district.

6. Actual duty on which employed (i.e., the classes of schools visited, etc).

7. Academic degrees (state class or division, whether Honours or Pass, also the subject taken).

8. Professional qualifications (e.g., B.T., L.T.—class or division to be stated—diploma in teaching, etc.).

9. Length and nature of teaching and inspecting experience.

10. General health (state the amount of sick leave taken during the last five years).

11. Physical capacity (specific training in drill, games played and teams played for, if any and when, to be mentioned).

12. Capacity for touring work (state whether the officer can ride a horse or a bicycle).

13. Character—

(*a*) Social (including tactfulness in dealing with school authorities, fellow officers, teachers, parents and pupils).

(*b*) Moral.

14. Aptitude for influencing by inspection the work done in a school.

15. Organising ability (details to be given, including experience in, and capacity for, office work, if known).

16. Range of work which the officer can inspect with definite results (e.g., drill, nature knowledge, and all other subjects of the primary, middle or high school curriculum).

17. Originality in work (give details).

18. General impression of inspecting capacity (to be filled up by Divisional Inspector from personal knowledge of the work of the inspecting officer concerned).

19. Any special aptitudes (e.g., musical, scientific, literary, etc.).

20. Other qualities (showing *prima facie* fitness for special promotion, if any).

21. General remarks on discharge of duties (mention here anything known to you of an adverse nature, e.g., past bad reports, if any).

22. Personal appearance and general impression (e.g., smart, brisk, untidy careless of appearances, etc.).

23. What promotion or appointment recommended (District or Sub-divisional Inspectorship).

Signed————————————

Designation————————————

Dated the *19* .

Special note by Divisional Inspector of Schools, summarising the reasons for the recommendation made.

Signed————————————

Designation————————————

Dated the *19* .

(xii) Rules regarding the crossing of efficiency bars in the Bengal Educational Service.

13. Two efficiency bars have been prescribed in the time-scale of pay for the Bengal Educational Service, viz., one at the stage of Rs. 460 and the other at the stage of Rs. 650. The main object of efficiency bars is to ensure a continuance of good work. An impression seems to exist in colleges that only those officers whose teaching work is definitely unsatisfactory will be prevented from crossing a bar. Such an impression, if it exists, must, in the interests of collegiate education in this Presidency and in order to prevent general deterioration in efficiency of the service, be removed, and the following instructions are laid down for the guidance of all Principals of colleges.

One year before an officer in the Bengal Educational Service serving as a teacher in a college approaches an efficiency bar, the Principal of the college should submit a full report on the officer, with a recommendation whether in his opinion the officer should be allowed to cross the bar or not. In such a report the Principal should indicate—

(*i*) whether the officer has been carrying out his duties with energy, ability and success ;

(*ii*) whether he is in enjoyment of good health ;

(*iii*) whether he has been taking an active part in the social life of his college ;

(*iv*) whether he has shown, during the previous three years, that he is maintaining his mental alertness by the publication of any original paper, or book, or in any other manner ;

(*v*) whether he has been taking his due share in training the character of students and in teaching them self-reliance and discipline ; and

(*vi*) whether his work is characterised by defects, e.g., tactlessness, super-sensitive temperament, want of zeal, etc., which impair in any marked degree his efficiency as a college teacher.

Each such report should contain definite recommendations as to whether the applicant should be allowed to cross the bar.

(*N. B.*—A similar report, but confined to items (*i*), (*ii*) and (*vi*) should be submitted by the Inspectors and Inspectresses in regard to inspecting officers in the Bengal Educational Service under their control.)

(Director of Public Instruction's Circular No. 31, dated the 28th October 1926.)

(xiii) Crossing of efficiency bars in the teaching and inspecting branches of the Subordinate Educational Service.

(Director of Public Instruction's Circular No. 2, dated the 9th January 1925.)

14. Where an efficiency bar has been prescribed in a time-scale it is necessary, in terms of rule 25 of the Fundamental Rules, to obtain the specific sanction of the authority empowered to withhold increments before an officer can benefit by any increment beyond the bar. The main object of efficiency bars is to ensure a continuance of good work on the part of officers. It is essential, therefore, that the bar should be used where necessary in order to prevent a general deterioration in efficiency of the services. It is possible that

an impression has been created that only officers whose work is definitely unsatisfactory will not be allowed to pass an efficiency bar. This impression if it exists, must be dispelled. The following instructions are therefore laid down for the guidance of all controlling officers :—

(*a*) It will be regarded as one of their important duties to submit reports to this office on such of their subordinate officers as are approaching an efficiency bar ; no case will be considerd by this office in the absence of such a report.

(*b*) Their reports shall invariably state definitely whether it can be certified that such officers have been carrying out their duties with energy, ability and success and that their work is characterised by no defects, from whatever cause they arise, e.g., lack of tact or ill-health, which in any marked degree impair their efficiency.

(G. O. No. 1936 Edn.,dated the 5th September 1922.)

(*ii*) Except with the special orders of Government, no one who is not a graduate or at least passed L. T. should be allowed to cross an efficiency bar prescribed in the Subordinate Educational Service or be promoted to a higher and responsible appointment in that service. This rule applies to all officers, whether Hindu or Muhammadan, and should be strictly followed.

N. B.—The following officers have been excluded from the operation of this rule under orders of Government :—

(*a*) Classical and vernacular teachers, Inspecting Maulvis, Assistant Sub-Inspectors and senior Maulvis of Calcutta Madrasah.

(*b*) Holders of teaching and workshop posts at the Ahsanullah School of Engineering, which require professional and technical qualifications.

(*c*) Teachers in the Government School of Art who possess professional and technical qualifications.

(G. O. No. 1356 Edn., dated the 11th April 1923.)

(xiv) Retirement.

15. (*a*) A Government servant, other than a ministerial servant, is required to retire on attaining the age of 55 years. [Fundamental Rule 56 (*a*)]. He may be retained in service after that age with the sanction of the Local Government on public grounds, which must be recorded in writing ; but he must not be retained after the age of 60 years except in very special circumstances.

(*b*) A ministerial servant may be required to retire at the age of 55 years, but should ordinarily be retained in service, if he continues efficient, up to the age of 60 years. He must not be retained after that age except in very special circumstances, which must be recorded in writing, and with the sanction of the Local Government.

[Fundamental Rule 56 (*b*).]

Notes.—The date on which a ministerial Government servant must compulsorily retire is ordinarily the date on which he attains the age of 60 years, but in the case of a ministerial Government servant who is required to retire between the ages of 55 and 60, the date of compulsory retirement is the date from which he is required to retire. It follows from this ruling that the restriction imposed by Fundamental Rule 86 does not operate in the case of a ministerial servant between the ages of 55 and 60 unless an order is passed requiring him to retire.

(Audit Instruction Circular No. 24, dated the 16th March 1925, paragraph I.)

(c) A case has recently come to the notice of Government in which an officer whose official conduct was under investigation was allowed to retire as a matter of course on the completion of the full term of pensionable service. It is essential that the case of each officer, whose retirement is proposed, should be carefully examined to ascertain whether there is any claim against him or whether or not it is expedient for any reason to allow him to retire without special order. In all such cases the immediate superior of the officer concerned should, in forwarding his recommendations, state definitely whether there is any objection to the retirement of the officer, and if there is, the grounds of objection should be clearly indicated.

(Director of Public Instruction's Circular No. 12, dated the 4th March 1925.)

B.—The acceptance of Private Tuition and work by Educational Officers and the acceptance of fees by them for such work.

(i) Private tuition.

16. The power of allowing educational officers to undertake private tuition for remuneration is exercised by Government in the case of those officers whose appointment, transfer and promotion require the sanction of Government. Such power in other cases has been delegated to—

(*a*) The Director of Public Instruction, Bengal, up to a limit of Rs. 500 per term for each teacher ;

(*b*) Inspectors and Inspectresses of Schools up to a limit of Rs. 100 per term for each teacher ; and

(*c*) Principals of Colleges, in their capacity as Secretaries of the Governing Bodies, up to a limit of Rs. 100 per term for each teacher.

The authorities concerned are to exercise their power in respect of those officers only for whom they are the appointing authorities, but where the Inspectors and Inspectresses of Schools and the Governing Bodies of colleges have power to appoint only to the minimum pay of a scale, they shall be deemed to be the appointing authorities of all officers in such scale. The receipt of fees in excess of the above amounts requires the sanction of a competent higher authority. Before granting sanction the authority concerned must be satisfied that the following conditions for the acceptance of private tuition work by educational officers are fulfilled :—

(*a*) Not more than four members of the instructional staff of an institution will be allowed to undertake private tuition at one time ;

(*b*) an officer must not devote more than one hour a day to such work ;

(*c*) such work must be done outside college or school hours ;

(*d*) Principals and Vice-Principals, Head Masters and Assistant Head Masters will not be permitted in any circumstances to undertake private tuition work.

Subject to the above conditions a Government officer will normally be permitted to coach students in institutions other than Government, students who are not in any institution, or adults who require tuition for some specific purpose.

Private tuition of students in Government institutions should be discouraged as much as possible and it will be necessary for the head of the institution to which the student belongs, to make out a case on its own merit each time. Such tuition might be justified, for instance, in the case of particularly, dull boys, who are unable to keep up to the standard of the others even with efficient class teaching, of specially brilliant students, who are being given the finishing touches before an examination, or of pupils from outside Bengal. All applications for the tuition of students in Government institutions should be referred to the Director of Public Instruction, Bengal, for orders.

Where the student and the tutor belong to the same institution, the Principal or Head Master must certify that the tuition work is not on a subject in which the student will be examined by the tutor.

(G. O. No. Nos. 29 Edn., dated the 5th January 1932, 128T.—Edn., dated the 27th April 1932, and 475T.—R., dated the 30th May 1932.)

The following rules have been laid down to regulate the submission of applications for sanction :—

(*a*) The terms and vacations refer to the period, viz.—

(*i*) from the commencement of the year to the commencement of the long vacation ;

(*ii*) the long vacation ; and

(*iii*) from the termination of the long vacation to the end of the year.

(*b*) No work should be undertaken in anticipation of sanction.

(*c*) Full name of the officer recommended to undertake private tuition, designation in full, scale of pay, whether in Bengal Educational Service or in Subordinate Educational Service, etc., and the name of the institution in which the student to be coached has been reading should be clearly mentioned in the application.

N.B.—The note under paragraph 17, page 470, regarding Circular No. 3035-F., dated 28th July 1930, has thus been modified.

(ii) PRIVATE WORK.

17. The following special orders have been laid down in connection with the carrying out of mechanical and chemical tests for private persons at the Civil Engineering College, Sibpur :—

(*a*) The Professors of Electrical and Mechanical Engineering and of Chemistry are permitted to undertake mechanical and chemical tests for private persons without restriction provided such work does not in any way interfere with the proper discharge of their ordinary duties.

(*b*) Fees for such tests should be levied in accordance with scales to be fixed by the Local Government.

(*c*) Such fees should be equally divided between the officer and Government.

(G. O. No. 980, dated the 26th April 1916.)

N.B.—The above Rules (16 and 17) have since been modified, *vide* Circular No. 3035F., dated the 8th July 1930, quoted below.

The power to grant honorarium or to sanction the acceptance of fee which was delegated to heads of departments and subordinate authorities in terms of items 67-70 of the Delegation Chapter in the Fundamental and Subsidiary

Rules has been withdrawn with effect from the 24th July 1930. No Government servant may, in future, accept any honorarium or fee without the sanction of the Local Government, and he should obtain this sanction before commencing the work.

C.—Literary work by Education Officers.

18. (1) The following are the orders of Government for the guidance of all officers of the Education Department, on the subject of the acceptance by educational officers of literary work on behalf of public or private employers and of the production of text books for use in schools and colleges in this Presidency in supersession of Mr. W. W. Hornell's Circular No. 233, dated the 17th November 1915.

(2) Under rule 15 of the Government Servants' Conduct Rules, a Government servant may undertake occasional work of a literary or artistic character, provided that his public duties do not suffer thereby, but Government reserves to itself the right to forbid him to undertake, or to require him to abandon, any employment which in its opinion is undesirable. The rate of fees which may be accepted in the case of work undertaken on behalf of a private person or a private body is subject to the provisions of rule 46 of the Fundamental Rules and rule 189 of the Subsidiary Rules.

(3) The circular referred to in sub-paragraph 1 of these orders laid down certain rules for the guidance of all educational officers, in regard to the production by them of books specially designed for use in educational institutions situated within the presidency. Those rules made no distinction between the members of the teaching and the inspecting staffs. It has been represented to Government that the absence of such distinction has resulted in the discouragement of the production of suitable text books by teachers and professors who are in a position to write useful books and has thus to some extent deprived the public at large of the learning and experience of such officers. Moreover, they have little, if any, opportunity of utilising their public position for furthering their private interests. Government consider these views to be reasonable and are pleased to issue the following revised orders on the subject :—

(*a*) In the case of literary work undertaken for a private person or body, the officer whose services have been commissioned shall, before undertaking the work, obtain the permission of the Head of the Department.

(*b*) The acceptance of fees for such work will be subject to rule 46 of the Fundamental Rules and rule 189 of the Subsidiary Rules.

(*c*) In cases in which the book or treatise so commissioned is intended for use as a text book for schools and is approved by competent authority as such, the permission, if granted, will be subject to the condition that the writer, if he be a member of the inspecting branch, shall not retain any pecuniary interest in the sale of the book, but shall dispose of it outright to the publishers. In other words, he will not be permitted to receive payment of royalty on the sale of the book as a text book for schools in this Presidency.

(*d*) Similarly, in the case of books written by an inspecting officer on his own initiative, specially for use as text books in schools in the Presidency and approved by a competent authority for the purpose, the author shall be required to dispose of his pecuniary interest in the books written by him in the manner described in (*c*) above.

(*e*) The orders contained in section (*c*) and (*d*) above do not apply to educational officers employed in the teaching branch. If, however, any such officer be transferred to any inspecting post, he shall forthwith comply with the orders detailed above.

(*f*) The principle enunciated above, as to the retention of pecuniary interest in books written by officers of the Education Department, will not be held to apply to works which are works of scholarship first and text books afterwards, e.g., books of general academic interest, library books and books of reference, books designed for teachers, and for higher education, etc.

(Director of Public Instruction's Circular No. 38, dated the 10th August 1927.)

D.—Testimonials.

19. (1) The following instructions are laid down for the guidance of officers of all ranks in the Education Department, on the subject of the grant of certificates by officers to their subordinates :—

(*a*) No officer shall grant a certificate or a testimonial to any subordinate working under him.

(*b*) No officer shall grant a certificate or a testimonial to a subordinate officer even after the former has ceased to have official connection with the latter.

(2) It has been observed that subordinate officers are in the habit of making use of commendatory remarks made by their official superiors when forwarding applications for other posts as independent certificates and submitting copies of such testimonials in support of applications for promotion. This practice is undesirable and should be made impossible by forwarding officers confining themselves to a bare recommendation or wording their remarks so that they cannot be employed for the general use as testimonials.

(3) It is essential that the above instructions should be strictly observed in future by all officers of the Department. Subordinate officers applying for testimonials should be made to understand that the grant of certificates is not permissible, but that reference from prospective employers regarding their services will be readily answered by their superior officers.

(4) Direct certificates may however be granted in cases where Government servants, after retirement, are looking for employment outside India. Even in such cases certificates should not be of a general character, but should have reference to periods of service during which the officer granting the certificates had official dealings with the applicants.

(Director of Public Instruction's Circular No. 7, dated the 5th March 1926.)

20. The Local Government have decided that certificates of approved service should be granted to gazetted officers who apply for them after retirement, or whilst on leave with a previously declared intention to retire at the end of their leave, and that such certificates will be issued by the Local Government in the form prescribed for the purpose, provided the service of the applicants has been approved.

(Appointment Department Memorandum No. 999-1013A., dated the 6th February 1929.)

E.—Collection of funds from the public.

21. No officer of the Department should, in his official capacity, take part in raising funds from the public for any purpose whatsoever without the previous permission of the Director. Whenever it is necessary to accord such sanction, the Director should clearly explain to the officer concerned the precise objects on which the funds so raised should be spent, how accounts should be kept, and where the money should be placed. Arrangements should also be made to have these accounts properly audited.

(G. O. No. 3509Edn., dated the 25th October 1926.)

F.—Departmental Punishment.

(i) Forms of punishment.

22. The following penalities may, for good and sufficient reasons and as hereinafter provided, be imposed upon members of the Indian Educational Service, the Provincial Educational Services and the Specialist Services, namely :—

(*i*) Censure.

(*ii*) Withholding of increments or promotion, including stoppage at an efficiency bar.

(*iii*) Reduction to a lower post or time-scale, or to a lower stage in a time-scale.

(*iv*) Recovery from pay of the whole or part of any pecuniary loss caused to Government by negligence or breach of orders.

(*v*) Suspension.

(*vi*) Removal from the Civil Service of the Crown, which does not disqualify from future employment.

(*vii*) Dismissal from the Civil Service of the Crown, which ordinarily disqualifies from future employment.

Explanation.—The discharge—

(*a*) of a person appointed on probation, during the period of probation,

(*b*) of a person appointed otherwise than under contract to hold a temporary appointment, on the expiration of the period of the appointment,

(*c*) of a person engaged under contract, in accordance with the terms of his contract,

does not amount to removal or dismissal within the meaning of this rule.

[Rule 49 of the Civil Services (Classification, Control and Appeal) Rules, 1930.]

(ii) Authority competent to award Departmental punishment.

23. (1) No member of the Indian Educational Service shall be removed or dismissed except by order of the Secretary of State for India.

[Rule 50 of the Civil Services (Classification, Control and Appeal) Rules, 1930.]

(2) Subject to the provisions of these rules, the Local Government of a Governor's Province may impose—

(*a*) any of the penalities specified in clauses (*i*) to (*v*) of paragraph 22 above on any person included in the Indian Educational Service, Bengal Educational Service, and the Specialist Services who is serving under the administrative control of the Local Government,

(*b*) the penalty specified in clause (*vi*) or in clause (*vii*) on any such person other than members of the Indian Educational Service.

[Rule 52 of the Civil Services (Classification) Rules, 1930.]

24. The power to make rules prescribing the penalties that may be imposed on members of the Subordinate Educational Service under the administrative control of a Government, the authorities which may impose such penalties, the appeals which may be preferred from orders imposing such penalties, the conditions to which and the authorities by which such orders may be reversed or altered in cases in which no appeal lies or in which no appeal is preferred, has been delegated to such Government :

Provided that, when such rules empower a subordinate authority to impose a penalty, provisions shall be made in the rules for at least one appeal to a higher authority from an order imposing such penalty.

[Rule 54 of the Civil Services (Classification) Rules, 1930.]

(iii) DEPARTMENTAL ENQUIRY.

25. Without prejudice to the provisions of the Public Servants' Inquiries Act, 1850, no order of dismissal, removal, or reduction shall be passed on a member of a service (other than an order based on facts which have led to his conviction in a Criminal Court) unless he has been informed in writing of the grounds on which it is proposed to take action, and has been afforded an adequate opportunity of defending himself. The grounds on which it is proposed to take action shall be reduced to the form of a definite charge or charges, which shall be communicated to the person charged together with a statement of the allegations on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing orders on the case. He shall be required, within a reasonable time, to put in a written statement of his defence and to state whether he desires to be heard in person. If he so desires, or if the authority concerned so direct, an oral enquiry shall be held. At that enquiry oral evidence shall be heard as to such of the allegations as are not admitted and the person charged shall be entitled to cross examine the witnesses, to give evidence in person and to have such witnesses called, as he may wish, provided that the officer conducting the enquiry may, for special and sufficient reasons to be recorded in writing, refuse to call a witness. The proceedings shall contain a sufficient record of the evidence and a statement of the findings and the grounds thereof.

This rule shall not apply where the person concerned has absconded, or where it is for other reasons impracticable to communicate with him. All or any of the provisions of the rule may, in exceptional cases, for special and sufficient reasons to be recorded in writing, be waived, where there is a difficulty in observing exactly the requirements of the rule and those requirements can be waived without injustice to the persons charged.

[Rule 55 of the Civil Services (Classification) Rules, 1930.]

(iv) THE RECORD OF DEPARTMENTAL ENQUIRY.

26. The record of such departmental enquiry shall consist of a proceeding in the form below and shall include :—

(*a*) The framing of specific charges in writing against the Government servant concerned, of which he shall be furnished with a copy, and which he shall be called on to explain.

(*b*) The record of a memorandum of the evidence of the witnesses examined (if any). Such examination should, if there be no special reasons to the contrary, be conducted in the presence of the accused, who should be given an opportunity of questioning the witnesses. Except under very special circumstances, no pleader or agent should be allowed to appear either on behalf of Government or the accused, either before the officer who conducts the enquiry or any officer to whom appeal may be made.

(*c*) A reasonable opportunity to the accused of adducing his defence which shall be reduced to writing, also the record of a memorandum of the evidence of any witnesses adduced by the accused in so far as their evidence may be relevant to the charge against him.

(*d*) A recital of the accused's previous character as recorded in his service book or in the office records.

(*e*) A clear and definite finding upon each of the charges originally framed against the accused.

(*f*) A clear and definite finding as to the punishment inflicted, or, when the officer conducting the enquiry has not the power to punish, a clear statement of what he considers to be an appropriate punishment for the offence established.

(Paragraph 77, Chapter IV of the Bengal Board's Miscellaneous Rules, 1918).

The Form in which Departmental Proceedings should be drawn up.

Proceedings.

The following sequence will be observed :—

(1) Name, rank and grade of officer proceeded against.	Against.
(2) Each offence charged to be explicitly set forth (pages to).	
(3) A memorandum of evidence to be recorded.	
(4) Defence—This must be reduced to writing. If a written defence is submitted, it will form part of the record.	Commenced.
(5) Remarks—Here record comments on the evidence (pages to).	Concluded by District Officer.
(6) Character of the accused (pages to).	
(7) Order will be recorded in the form prescribed (pages to).	Concluded by Appellate Authority—
(8) Orders, if any, regarding subsistence allowance, service for pension.	Order of District Officer.

N.B.—If it is decided to prosecute, this will be noted as a preliminary order, the final order being recorded when the judicial proceedings, including appeal, have been disposed of.

DISTRICT OFFICER'S ORDER.

Final order of Appellate Authority—

District Officer.

Dated

COMMISSIOER'S ORDER.

Date of issue of copy order by District Officer—

Commissioner.

Dated

An appeal against this order lies to—

It must be made within two months from—

A copy of the Appellate order will be filed with the proceedings.

Name, rank and grade of officer proceeded against.

Charges.

(Charges must be specific. Each charge should be drawn up and seperately numbered and should give the date, occasion and nature of the offence committed. A copy should be given to the officer charged).

No.	Particulars of charges.

Defence.

(This may be recorded in abstract, the full defence, if one is submitted in writing, being attached to the proceedings.)

(If the officer charged can write, he should be permitted to submit his defence in writing. In cases of illiterate men, the District Officer may record the defence.)

Charge No.	Plea.

Evidence.

(A memorandum of evidence to be recorded. Where the full statements of witnesses have been recorded in English or the vernacular, they should be attached to the proceedings.)

Charge No.	Particulars of evidence.
..	

Remarks.

(Here record comments on the evidence and defence.)

Charge No.	

Character.

Date of appointment, punishments and rewards to be noted.

Order.

(Will be recorded in the form prescribed. Orders, if any, regarding subsistence allowance, service for pension, etc., should be given).

Charge No.	Finding and sentence by District Officer.

Order of the Commissioner or other Appellate Court.

(v) PREPARATION OF THE RECORD.

27. The record is to be prepared as the case is gone into; it is not to be written by a clerk after the case has been decided.

(Paragraph 80, Chapter IV of the Bengal Board's Miscellaneous Rules, 1918.)

(vi) ORDERS TO BE BASED ON THE FACTS IN THE RECORDS.

28. In accordance with the principles laid down by the Government of India, the enquiring officers should base their findings and orders of punishment on facts and inferences appearing in, or deduced from the records, and the judgment should not contain confidential matters or deal with persons or topics not directly concerned, with, or at issue in, the proceedings.

(Paragraph 82, Chapter IV of the Bengal Board's Miscellaneous Rules 1918.)

(vii) COPY OF THE ORDERS AND RECORDS WHEN SUPPLIED TO THE PUNISHED OFFICER.

(Paragraphs 81 and 82 of the Bengal Board's Miscellaneous Rules, 1918.

29. (*a*) When any orders of punishment have been passed, the officer punished shall be entitled to receive a copy of the order of punishment free of cost, and shall also be allowed to take a copy of the rest of the record, paying for the copy at the usual copy rates, or providing his own paper and copyist.

(*b*) The following instructions shall be followed :—

(*i*) As a rule, only the substance of a decision should be communicated to the officer concerned with such statement of the grounds upon which it is based as may be necessary for the information of the officer and may be considered expedient having regard to the circumstances of the case.

(*ii*) Despatches from or to the Secretary of State and correspondence indicating a difference of opinion between the Local Government and the Government of India should only be communicated with the express permission of the Government of India.

(viii) STANDARD OF PROOF REQUIRED IN AWARDING DEPARTMENTAL PUNISHMENT.

30. As regards the standard of proof required and the principles which should guide an officer in awarding punishment, attention of officers is invited to a Resolution of the Government of Bombay No. 7170, dated the 16th October 1883, reproduced below, which has been forwarded by the Government of India to the Government of Bengal for information.

(Paragraph 83, Chapter IV of the Bengal Board's Miscellaneous Rules, 1918. Bombay Government Resolution No. 7170, dated the 16th October 1883.)

No. 50-6182, dated Simla, the 13th November 1883.

From—G. S. FORBES, ESQ., officiating Under-Secretary to the Government of India, Home Department,

To—The Secretary to the Government of Bengal, General Department.

I am directed to forward, for the information of His Honour the Lieutenant-Governor, the accompanying copy of a resolution recorded by the Government of Bombay on the subject of dismissals of native subordinates for misconduct.

Extract from proceedings of the Government of Bombay, Judicial Department No. 7170, dated Bombay Castle, the 16th October 1883.

Read the following :—

Resolution of Government on the subject of the procedure that should be adopted when native subordinates in the civil departments are dismissed from pensionable service for misconduct.

Resolution.—The Court of Directors, by Despatch No. 42 of 6th August 1851, enunciated their views on the habit imputed to European heads of offices and departments of inconsiderately dismissing native subordinates. This habit had been reported to the Court of Directors as deeply rooted. The Court quoted a Member of the Agra Board of Revenue as observing that, since he had entered the service, "the Government have done much to temper the arbitrary severity with which their native officers are treated by their European fellow-servants, and they have in consequence materially increased the honesty and faithfulness of that deserving class of men, but more remains to be done, and, he doubts not, will be done by degrees." The purport of the instructions then laid down was that native subordinates were not to be dismissed merely in consequence of unfavourable opinions entertained towards them by their superiors, or for slight reasons, but on proof only of tangible delinquency in such matters as "fraud and dishonesty, continued and wilful negligence and all offences involving moral disgrace," and a subordinate once dismissed upon just grounds was to be permanently excluded from Government employ.

(2) After 28 years, i.e., in July 1879, the habit adverted to was found to be still extant in sufficient force to induce the Government of India to republish these instructions of the Court of Directors with an expression of their own concurrence, and to add to them as follows:—

In all cases of the "dismissal of public servants, the charge against a public servant should be reduced to writing, his defence should be either taken in or reduced to writing, and the decision on such defence should also be in writing." As a reservation, it was stated that in the case of public servants who are dismissed in consequence of facts or inference elicited at a judicial trial, or in the case of persons who abscond with an accusation over their heads, this procedure may be unnecessary or impossible.

(3) In May last, by Resolution 1549 of the General Department, this Government further added the orders that "the dismissing authority should always record in English under his own handwriting a statement showing briefly, but clearly, the charges brought against the official, the evidence supporting those charges, the motives which are supposed to have influenced him, and the opinion of the dismissing authority on each charge."

(4) Cases that have lately come before Government suggest that even additional fullness and precision should be given to the orders of Government.

(5) The Governor in Council would first observe that the state of things now calling for correction is not quite the same as that which attracted the notice of the Court of Directors in 1851. The Court had in view the habit of dismissing native officials in consequence merely of the unfavourable opinion of their superiors, or for slight reasons, but as a rule subordinates are now dismissed only on very precise charges of delinquency. The same disposition of mind, however, on the part of European superiors, which in former days

led to the dismissal of native subordinates on slight charges, now too often leads to the hasty acceptance of evidence as establishing serious charges.

(6) The Governor in Council will now state why the late rules do not sufficiently ensure that the defence of a native subordinate shall be patiently heard, before his dismissal is recommended or ordered. The rules require that the charge shall be reduced to writing, that the defence shall be given in or reduced to writing and that the decision shall be in writing, and comprise certain details. But all this is compatible with the disposal of the case in a very off-hand way. It would seem indeed as if the rules were sometimes taken as meaning that the charge against the accused might be communicated to him and his explanation taken by correspondence, whereas the first principles of justice require that he should be brought before the enquiring officer in person. Again, it is not enough that he should be told of the charge he has to meet; he should be told also of the evidence and arguments in support of he charge before he is required to defend himself. It is very unfair that he should not know the case against him until the enquiring officer has actually committed himself to a decision.

(7) The necessary orders so far are that an enquiry in judicial form should precede an order of recommendation for dismissal. It is not meant that the admission of evidence should be restricted by the law of judicial evidence. All evidence which in the opinion of the enquiring officer conduces to moral conviction should be admissible, but in whatever form received, it should be noted and explained to the person charged. Much evidence could be recorded simply in the form of questions to which the person charged should be required to give specific answers. He should be allowed besides to place on record a full written statement of his defence.

(8) In the next place, some principle should be laid down for guidance in those cases where there is strong suspicion rather than actual proof against the person implicated. The intention of Government is that no servant of theirs should be dismissed except on proof, but proof in the great majority of cases, even in a court of justice, means no more than a preponderance of probabilities, and the estimate of what the preponderance ought to be and varies with the temperament of the judging officer. Executive officers in the matter of dismissals have to discharge the judicial function, but do not always possess the judicial faculty. It is necessary, therefore, to lay down as a general rule that no subordinate should be dismissed except on grounds capable of being stated. There is a distinction between judicial enquiries and departmental enquiries as regards the admissibility of evidence, there should be no distinction as regards the decision being based solely on the evidence admitted.

(9) It may indeed be thought that in some cases a compromising suspicion is in itself a sufficient reason for removing a subordinate from the service of Government, but if so, this should be honestly stated, and there should be no pretence of proof when there is only suspicion. The subordinate should not be dismissed with disgrace, but allowed to resign or simply relieved of his office. And in such cases it is more necessary than ever that the exact case against him should be carefully recorded, in order that he may, if possible, satisfy any other employer who has the means of livelihood in his gift.

(10) The possibility of men being removed from the public service on mere suspicion suggests the difficult question of the moral liability of Government in such cases to make compassionate allowances. It has been decided, and the Governor in Council thinks rightly, that the admission of such liability would work mischief to the public service in its general effect. But if a man

has earned, or nearly earned, his pension, this would not be a proper case for removal on suspicion. He would necessarily be an old servant of Government who has reached a time of life when it would be most improbable that he would turn to any other occupation for a livelihood. The sudden beggary of a man whose working days are drawing to a close is as serious an exercise of power as the penal sentence of a court of justice, and should not be inflicted on haphazard principles. The pension rules, moreover, provide that a portion of the pension may be withheld from those whose service has not been entirely approved.

(11) The Governor in Council considers that in proportion as the evidence falls short of full proof, consideration should be given to the previous character of the subordinate concerned, and especially to any specific instances of good or bad service that may have been officially noted in his case. It would seem sometimes as if previous good conduct was regarded as an aggravation of a man's offence as showing concealment of his true character. It would, in the opinion of the Governor in Council, apart from the question of evidence, work well for the service of the public, if subordinates were able to feel that a good character and acts of good service would stand them in real stead when their conduct is exposed to question.

The admission, however, of evidence of previous bad character requires great caution. It was argued lately in a petition that if one fault is taken as evidence of another, the first punishment of a small fine expands into dismissal by a sort of natural growth. It is certainly not uncommon for dismissing officers to support a weak case by reference to previous punishments for misconduct, too slight for confidence that it received close attention.

(12) Controlling officers, as, for instance, Commissioners, to whom orders of dismissal are submitted for confirmation or on appeal, should be reminded that they have an individual responsibility of their own. They must of course on certain points, like all appellate authorities, place confidence on the judgment of the officer who has personally conducted the enquiry; but they should withhold this confidence unless it is clear from the proceedings that the enquiring officer has acted with care and fairness. No defects in the record of enquiry should be passed over with such reflections as that the enquiring officer is a very careful man, and that he probably knows a good deal more about the case than he has been able to say. If there are such defects, the case should be remanded for further enquiry, and the controlling officer should commit himself to no opinion of his own till the case is as complete as it can be made.

(13) Lastly, the Governor in Council observes that the reservation of the Government of India, quoted in paragraph 2 of this Resolution, to the effect that the prescribed procedure might be unnecessary "in the case of public servants who are dismissed in consequence of facts or inferences elicited at a judicial trial," has been in some cases misunderstood. Doubtless trials may occur in which the conduct of some public servant is so mixed up with the matter under adjudication that any after enquiry into it by the Head of his Department would be superfluous; but what oftener happens is that some censure is passed on a public servant in a side remark from the Bench which he has no opportunity of answering, or which the presiding officer may not have thought of sufficient importance to require verification. It would be extremely hazardous and unfair to accept such a remark as a deliberate judgment, and there seems no sage general rule except that a public servant, unless himself convicted at a judicial trial, has a right to defend himself departmentally against any imputation that he may have herein incurred.

(14) The system enjoined might result in occasionally undesirable individuals being retained in the service who would otherwise be got rid of; but the Governor in Council is satisfied that its general tendency would be to raise the tone of the native subordinate service. Any disposition on the part of superiors to seek opportunities of making examples, and to act on general impressions in disposing of specific charges, is calculated to encourage the prevailing habit of intrigue and false accusations among their native subordinates. So far as dismissals are examples rather of the precariousness of the Government service than of a strictly just discipline, their effect must be demoralising. Such examples, instead of having a deterrent effect, must rather suggest the use of opportunities for laying by provision for the future, in case the Government pension should never be attained.

(15) The Governor in Council has purposely confined these remarks to dismissals for misconduct. Dismissals for inefficiency, though equally falling within the scope of the observation of the Court of Directors in 1851, depend on a different set of principles, and His Excellency in Council has not observed any need for correction in the practice of dealing with this class of cases.

(16) The case of peons differs in some respects from that of Government servants of a superior class. Though their service is pensionable, they belong to the class of cultivators and the lower rank of domestic servants; their parents have put themselves to no sacrifices to educate them for the public service, and they require to be kept very strictly in hand. But, however unwilling the Government may be in such cases to interfere with the discretion of departmental authorities, it will be gathered from what has been said that the Governor in Council expects from the responsible officers the exercise of a fair and impartial consideration of the case even of the humblest servants of Government. Loose decisions and inconsiderate dismissal are stains upon the Administration.

31. The instructions contained in paragraphs 27-30 will not apply :—

(*i*) in the case of public servants—

(*a*) who are judicially convicted of a criminal offence and are dismissed or otherwise punished solely with regard to the finding of the court, or

(*b*) who abscond with an accusation pending against them ;

(*ii*) when from facts elicited in a criminal case brought against a public servant, in which the latter has not been convicted, or in a civil suit instituted against him, it is apparent that his retention in the public service is *prima facie* no longer desirable. These facts may be used as the basis of an order calling on him to show cause why he should not be punished by dismissal or otherwise. In such a case the officer concerned should have an opportunity of submitting his defence, and he should not be precluded from tendering such further evidence in support of his case as he may see fit to produce.

(Paragraph 84, Chapter IV of the Bengal Board's Miscellaneous Rules, 1918.)

(ix) PROCEDURE WHEN ORDERS ARE PASSED BY AN AUTHORITY OTHER THAN THE PERSON CONDUCTING THE ENQUIRY.

32. When the orders for punishment are passed by an authority other than the person conducting the enquiry into the conduct of the Government

officer concerned, it will be sufficient if the authority passing orders of punishment definitely records his agreement or disagreement with the person by whom the enquiry was conducted.

(Paragraph 78, Chapter IV of the Bengal Board's Miscellaneous Rules, 1918.)

(x) NOTIFICATION OF THE ORDERS OF DISMISSAL.

33. (*a*) The dismissal of public servants should be notified in the *Calcutta Gazette* only in the following cases, viz :—

(1) when it is necessary to notify the public of the dismissal from service of an officer, whether because his appointment was previously gazetted, or from any other cause ; and

(2) when it is specially desired to exclude from re-employment in the service of Government a public servant who has been dismissed for a heinous offence, such as fraud or falsification of accounts.

(*b*) The reason for the dismissal of a public servant should not be stated in the notification regarding his dismissal, even in cases in which a conviction has been obtained in a criminal court. It will be sufficient to announce in the case of any person whose dismissal is notified, in accordance with the principle laid down in the preceding rule, that Government have dispensed with his services, except in those cases in which the cause of dismissal constitutes a disqualification under the terms of the law regulating the tenure of a particular appointment and it is for this reason necessary to couple with the announcement of the dismissal a statement of the grounds upon which it has been ordered.

(xi) GENERAL PRINCIPLES TO REGULATE THE ENFORCEMENT OF RESPONSIBILITY FOR LOSSES SUSTAINED BY GOVERNMENT THROUGH FRAUD OR NEGLIGENCE OF INDIVIDUALS (FINANCE DEPARTMENT MEMORANDUM NO. 3690 F., DATED 31ST JULY 1929) :—

34. (1) Means should be devised to ensure that every Government servant realises fully and clearly that he will be held personally responsible for any loss sustained by Government through fraud or negligence on his part, and that he will also be held personally responsible for any loss arising from fraud or negligence on the part of any other Government servant to the extent to which it may be shown that he contributed to the loss by his own action or negligence. The cardinal principle governing the assessment of responsibility in such cases is that every public officer should exert the same vigilance in respect of public expenditure and public funds generally as a person of ordinary prudence would exercise in respect of the expenditure and the custody of his own money. While, therefore, Government are prepared to condone an officer's honest errors of judgment involving financial loss, provided the officer can show that he has done his best up to the limits of his ability and experience, they are determined to penalise officers who are dishonest, careless or negligent in the duties entrusted to them.

(2) It is of the greatest importance to avoid delay in the investigation of any loss due to fraud, negligence, financial irregularity, etc. If the irregularity is detected by audit in the first instance, it will be the duty of the audit officer to report immediately to the administrative authority concerned. If the irregularity is detected by the administrative authority in the first instance, and if it is one which should be reported to the audit officer in terms

of Article 29, Civil Account Code, Volume I, he must make that report immediately. Every important case should be brought to the notice of superior authority as soon as possible—the administrative authority should report to his superior and the audit authority to his superior. Should the administrative authority require the assistance of the audit officer in pursuing the investigation, he may call on that officer for all vouchers and other documents that may be relevant to the investigation; and if the investigation is complex and he needs the assistance of an expert audit officer to unravel it, he should apply forthwith for that assistance to Government who will then negotiate with the audit officer for the services of an investigating staff. Thereafter the administrative authority and the audit authority will be personally responsible, within their respective spheres, for the expeditious conduct of the enquiry.

(3) In any case in which it appears that recourse to judicial proceedings is likely to be involved, competent legal advice should be taken as soon as the possibility emerges. In the case of losses involving a reasonable suspicion of fraud or other criminal offence a prosecution should be attempted unless the legal advisers consider that the evidence available is not such as will secure a conviction. The reasons for not attempting a prosecution should be placed on record in all such cases.

(4) In cases where loss is due to delinquencies of subordinate officials and where it appears that this has been facilitated by laxity of supervision on the part of a superior officer, the latter should also be called strictly to account and his personal liability in the matter carefully assessed.

(5) The question of enforcing pecuniary liability should always be considered as well as the question of other forms of disciplinary action. In deciding the degree of the officer's pecuniary liability it will be necessary to look not only to the circumstances of the case but also to the financial circumstances of the officer, since it should be recognised that the penalty should not be such as to impair the Government servant's future efficiency.

In particular, if the loss has occurred through *fraud*, every endeavour should be made to recover the whole amount lost from the guilty persons, and if laxity of supervision has facilitated the fraud, the supervising officer at fault may properly be penalised either directly by requiring him to make good in money a sufficient proportion of the loss, or indirectly by reduction or stoppage of his increments of pay.

It should always be considered whether the value of Government property or equipment lost, damaged, or destroyed by the carelessness of individuals entrusted with their care (*e.g.*, a policeman's rifle, a touring officer's tents, a factory motor lorry, an engineer's instruments) should not be recovered in full up to the limit of the officer's capacity to pay.

(6) One reason why it is important to avoid delay (*vide* paragraph 2 preceeding) is that in the course of a prolonged investigation Government servants who are concerned may qualify for pension, and it is held that under the rules as they now stand a pension once sanctioned cannot be reduced or withheld for misconduct committed prior to retirement. It follows from this that, as a primary precaution, steps should be taken to ensure that an officer concerned in any loss or irregularity which is the subject of an enquiry, is not inadvertently allowed to retire on pension while the enquiry is in progress and accordingly, when a pensionable Government servant is concerned in any irregularity or loss, the authority investigating the case should immediately inform the accounts or audit officer responsible for reporting on his title to pension and the authority competent to sanction pension, and it will

be the duty of the latter to make a note of the information and to see that pension is not sanctioned before either a conclusion is arrived at as regards the Government servant's culpability, or it has been decided by the sanctioning authority that the result of the investigation need not be awaited.

(7) The fact that officers who were guilty of frauds or irregularities have been demobilised or have retired and have thus escaped punishment, should not be made a justification for absolving those who are also guilty but who still remain in service.

G.—Appeals.

35. Every person included in the Indian Educational Service, Provincial Educational Service and Specialist Services shall be entitled to appeal, as hereinafter provided, from an order passed by an authority in India—

(*a*) imposing upon him any of the penalties specified in paragraph 22 ;

(*b*) discharging him in accordance with the terms of his contract if—

"(*i*) he has been engaged on a contract for a fixed or for an indefinite period and has rendered under either form of contract continuous service for a period exceeding five years at the time when his services are terminated;"

(*ii*) he comes under the provision of paragraph 37 (3) :

Provided that a person appointed by the Governor-General in Council shall have no right of appeal from an order passed by the Governor-General in Council.

36. (1) A member of an All-India Service may appeal from the order of a Local Government to the Governor-General in Council, and from an order, original or appellate, of the Governor-General in Council to the Secretary of State in Council.

(2) A member of a Provincial Service, or a member of a Specialist Service under the administrative control of the Local Government of a Governor's Province, may appeal to the Governor from an order passed by the Local Government :

Provided that any such person who was appointed by the Secretary of State in Council shall be entitled as an alternative to the appeal to the Governor to appeal to the Governor-General in Council, and, if his pay as defined in the Fundamental Rules is not less than Rs. 500 per mensem, thereafter to the Secretary of State in Council.

(3) A member of a Provincial Service holding a post under the administrative control of the Governor-General in Council may appeal from an order passed by a Chief Commissioner to the Governor-General in Council.

37. (1) Every member of a service other than a subordinate service shall be entitled to appeal to the authority, hereinafter specified against any order passed by an authority subordinate to the said authority which—

(*a*) alters to his disadvantage his conditions of service, pay, allowances or pension as regulated in rules or in a contract of service, or

(*b*) interprets to his disadvantage the provisions of any rules or contract of service whereby his conditions of service, pay, allowances or pension are regulated.

(2) The authority hereinbefore referred to shall be the authority which made the rule to which the order under appeal relates, or in the case of an appeal relating to a contract of service the authority which appointed the appellant: Provided that where the rule or the appointment was made by the Local Government of a Governor's Province the appeal shall lie to the Governor.

(3) Every person appointed by the Secretary of State in Council shall be entitled to appeal to the Secretary of State in Council against an order of any subordinate authority terminating his employment or giving notice of such termination otherwise than on his reaching the age of superannuation.

38. In the case of an appeal against an order imposing any penalty specified in paragraph 22, the appellate authority shall consider—

(*a*) whether the facts on which the order was based have been established;

(*b*) whether the facts established afford sufficient ground for taking action; and

(*c*) whether the penalty is excessive, adequate or inadequate;

and after such consideraton shall pass such order as it thinks proper.

39. In the case of an appeal against an order under paragraph 37, the appellate authority shall pass such order as appears to it just and equitable, having regard to all the circumstances of the case.

40. An authority from whose order an appeal is preferred under these rules shall give effect to any order made by the appellate authority.

41. Every person preferring an appeal shall do so separately and in his own name.

42. Every appeal preferred under these rules shall contain all material statements and arguments relied on by the appellant, shall contain no disrespectful or improper language, and shall be complete in itself. Every such appeal shall be submitted through the head of the office to which the appellant belongs or belonged and through the authority from whose order the appeal is preferred.

43. An appeal may be withheld by a Local Government or the Governor-General in Council if—

(1) it is an appeal in a case in which under these rules no appeal lies, or

(2) it does not comply with the provisions of paragraph 42, or

(3) it is not preferred within six months after the date on which the appellant was informed of the order appealled against, and no reasonable cause is shown for the delay, or

(4) it is a repetition of a previous appeal and is made to the same appellate authority by which such appeal has been decided, and no new facts or circumstances are adduced which afford grounds for a reconsideration of the case:

Provided that in every case in which an appeal is withheld the appellant shall be informed of the fact and the reasons for it:

Provided also that an appeal withheld on account only of failure to comply with the provisions of paragraph 42 may be resubmitted at any time within one month of the date on which the appellant has been informed of the withholding of the appeal, and, if resubmitted in a form which complies with those provisions, shall not be withheld.

N. B.—No appeal shall lie against the withholding of an appeal by a competent authority.

44. Nothing in these rules shall operate to deprive any person of any right of appeal, which he would have had if these rules had not been made, in respect of any order passed before they came into force. An appeal pending at the time when, or preferred after, these rules came into force shall be deemed to be an appeal under these rules, and paragraphs 38 or 39 (as the case may be) and 40 shall apply as if the appeal were against an order appealable under these rules.

(i) Representation to His Excellency the Governor and to the Local Government.

45A. Section 96B (*1*) of the Government of India Act provides that any person appointed by the Secretary of State in Council who thinks himself wronged by an order of an official superior in a Governor's Province may complain to the Governor of the Province in order to obtain justice. But this provision is subject to due application for redress having been made to the superior, and it is desirable to lay down the procedure which should be followed in cases where a member of an All-India service desires to make a representation on personal matters to His Excellency the Governor. The following instructions have been laid down by Government for this purpose :—

(1) All representations against an order should be submitted through the regular official channel, but it will be open to the officer to submit a duplicate copy of the same direct to His Excellency the Governor.

(2) All applications for an interview with His Excellency the Governor should be made to the Private Secretary, but an intimation must be given by the applicant at the same time to the superior whose action is the basis of the complaint which it is intended to make at the interview. Such intimation should be accompanied by a short statement containing the gist of the complaint, which should be forwarded by the superior officer concerned to the Private Secretary, with the necessary comments in order that His Excellency the Governor may be in possession of all the facts before the interview.

(Appointment Department Order Nos. 379-85A.—D., dated the 29th April 1925.)

45B. **Instructions regarding the submission of petitions to the local Government.**

(Government Notification No. 16572Misc., dated the 20th December 1929.)

General explanations.

1. These instructions apply, so far as may be, to all memorials, letters and applications, etc., addressed to the local Government.

2. These instructions do not apply to cases covered by the rules regulating appeals issued by the Secretary of State under section 96B (*2*) of the

Government of India Act or by the local Government in exercise of the powers delegated to it under those rules.

Section I—As to the submission of petitions to the local Government by private persons or public bodies.

1. Every petition to the local Government should ordinarily be forwarded through the District Officer or local representative of the department of Government concerned, with the subject matter of the petition. Petitions from persons within that portion of Calcutta which is outside the jurisdiction of the District Magistrate, 24-Parganas, should be submitted either through the Commissioner, Presidency Division, or through the Commissioner of Police, Calcutta, according to the nature of the subject matter of the petition.

2. A petition may be in manuscript or typed or in print, but must, with all accompanying documents, be properly authenticated by the signature of the petitioner, or when the petitioners are numerous, by signature of one or more of them, and it must conclude with a specific prayer.

3. Every petition should be accompanied by a letter addressed to the officer concerned requesting its transmission to the local Government and when any order is appealed against, by a copy of that order, as well as of any orders passed in the case by subordinate authorities.

4. Communications on matters connected with bills before the local Legislature may be in the form of a petition to the local Government and must be forwarded to the Secretary to Goverment in the administrative department concerned.

*Section II—As to the submission of petitions by officers in civil emlpoy.**

5. Every officer in civil employ wishing to petition the local Government should do so separately :

Provided that nothing in this instruction shall apply to representations submitted by a recognised association of Government servants in accordance with such rules as may from time to time be prescribed by the local Government.

**Note* (*1*).—The term " civil employ " includes employment by a local authority.

Note (*2*).—For the purposes of this section a petitioner is considered to be an " officer in civil employ," if he has been previously in civil employ and if his petition relates to any matter connected with his position while in such employ or the circumstances in which he left it.

6. Every petition from an officer in civil employ should be submitted through the head of the office or department to which the petitioner belongs or belonged, and should be forwarded by him through the usual official channel.

7. No officer in civil employ may submit a petition in respect of any matter connected with his official position unless he has some personal interest in the matter.

8. No notice will be taken of a petition relating to any matter connected with the official prospects or position of an officer in civil employ unless it is submitted by the officer himself.

Section III—As to the transmission or withholding of petitions addressed to the local Government.

9. Save as provided by rule 11 every petition to the local Government shall be forwarded by the officer concerned with a concise statement of the material facts and (unless there are special reasons for not doing so) an expression of opinion.

10. When the petition is not in English the officer concerned should transmit a translation with it.

11. District Officers, Commissioners of Divisions and heads of departments are vested with discretionary power to withhold petitions addressed to the local Government in the following cases :—

(*1*) When a petition is illegible or unintelligible or contains language which in the opinion of the officer concerned, is disloyal, disrespectful or improper.

(*2*) When a previous petition has been disposed of by the local Government and the petition discloses new facts or circumstances which afford grounds for a reconsideration of the case.

(*3*) When a petition is a mere application for relief, pecuniary or otherwise, which is presented by a person manifestly possessing no claim or advancing a claim of an obviously unsubstantial character, or is so belated that its consideration is clearly impossible.

(*4*) When a petition is an application for employment from a person not in the service of Government or is a request for exemption from the provisions of any law or rule prescribing the qualifications to be possessed by persons in the service of Government, or by persons engaging in any profession or employment.

(*5*) When a petition is an appeal from a judicial decision with which the executive has no legal power of interference.

Note.—In the following cases, namely :—

(*a*) when a petiton is an appeal from a judicial decision in a case in which the Government has reserved any discretion of interference, or

(*b*) when a petition is an appeal from a judicial decision in a suit to which Government was a party, or

(*c*) when a petition is practically a prayer for mercy or pardon, or contains such a prayer,

the petition must be transmitted to the local Government unless it falls under clause (*10*) of this rule, or unless it is a petition of the kind referred to in clause (*c*) and the case is one which the officer concerned is competent to dispose on its own responsibility.

(*6*) When a petition is an appeal against a decision which by any law or rule having the force of law is declared to be final.

(*7*) When a petition is addressed by an officer still in the public service and has reference to his prospective claim for pension except as provided in article 915 of the Civil Service Regulations.

(*8*) When a petition is a representation against the non-exercise by a subordinate authority of a discretion vested in it by law or rule.

(*9*) When a petition is an application in a case for which the law provides a different or specific remedy, or in regard to which the time limited by law for making the application has been exceeded.

(*10*) When a petition relates to a subject on which a Commissioner, District Officer, or head of a department is competent to pass orders and no previous applications for redress has been made to him.

(*11*) When the petition refers to matters in which the petitioner has not a direct personal interest, unless it is a petition of the kind described in the note to clause (*5*).

(*12*) When the petition is a representation against an order against which under the appeal rules published by the Secretary of State in Council under section 96B (*2*) of the Government of India Act, or by the local Government in exercise of the powers delegated to it under those rules, no appeal lies.

(*13*) If a petition is withheld, the petitioner should be informed of the fact, and the reason for it.

(*14*) A list of petitions withheld under rule 11, with the reasons for withholding them, shall be forwarded quarterly in the form below to the local Government in the department concerned by the withholding officer through the proper channel.

[Form referred to in rule 14 above.]

Statement of petitions addressed to the *withheld by the*
during the quarter ending *19* .

No.	Name and residence of petitioner.	Date of petition.	Authority addressed.	Subject of petition.	Rule under which withheld.	Number and date of previous order passed.	Remarks.
1	2	3	4	5	6	7	8

Note 1.—These rules do not apply to ministerial officers attached to the civil courts nor to officers of the Police Department other than the ministerial officers of that department. The appointment, punishment and removal of the former class of officers are regulated by the provisions of Chapter VI of the Bengal, North-West Province and Assam Civil Courts Act, 1887, while separate rules have been framed for officers of the Police Department other than ministerial officers.

Note 2.—These rules apply to public servants, whether in permanent or temporary employ.

H.—Confidential Reports.

46. All officers immediately subordinate to the Director are required to submit, as soon as possible after 1st April and not later than 1st June of each year, confidential reports in the prescribed forms (subjoined below) on the officers subordinate to them. In the case of District Inspectors and Head Masters of High Schools the Inspector will record his opinion after obtaining the opinion of the District Officer and will forward the reports in duplicate to the Commissioner, who, after recording his opinion, if necessary, will forward one copy to the Director. Commissioners are also required to forward their own reports on Inspectors, Inspectresses and Second Inspectors to the Director.

(Director of Public Instruction's Circular No. 195, dated the 17th September 1915.)

Form to be used in the case of all officers, other than District Inspectors and Head Masters of High Schools.

Confidential report on——————————————for the year ending 31st March 19——.

1. Duty on which employed——————————————
2. General remarks on discharge of this duty——————————————
3. Administrative capacity——————————————
4. Technical skill——————————————
5. Power of maintaining discipline (in case of teacher)——————————————
6. Physical capacity——————————————
7. Moral character——————————————
8. General remarks——————————————
9. Recommendation for promotion——————————————
10. Capacity for undertaking higher duties——————————————

(Signed). (Signed).

_____ _____

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Form to be used in the case of District Inspectors and Head Masters of High Schools.

Confidential report on- -for the year ending 31st March 19——.

	District Officer's remarks.	Inspector's remarks.	Commissioner's remarks.
1. Duty on which employed			
2. General remarks on discharge of this duty ..			
3. Administrative capacity			
4. Technical skill			
5. Power of maintaining discipline (in case of teacher)			
6. Physical capacity			
7. Moral character			
8. General remarks			
9. Recommendation for promotion			
10. Capacity for undertaking higher duties ..			

If specially recommended, S. P. should be written.
If ordinary promotion recommended, P. should be written.
If deferred promotion recommended, D. should be written.
If limit of promotion reached, L. should be written.

47. Vague language should be avoided in confidential reports. The favourable or unfavourable characteristics noted should be specified and in the case of a seriously adverse report it is desirable to illustrate briefly the traits unfavourably reported on. Capabilities for the higher work of the Department, thoroughness and honesty are the guiding principles on which alone an officer should be recommended for special promotion.

(Director of Public Instruction's Circular No. 128, dated the 31st August 1905.)

48. Wherever benefit may result from communicating an unfavourable report, or where fairness demand its communication, the officer reported on should be informed of any defect which has been brought to notice in order that he may set himself to cure it. Controversial correspondence on the subject should not be permitted.

(Director of Public Instruction's Circular No. 59, dated the 2nd May 1905.)

49. In the interest of efficiency, the local controlling officers are requested to inform all officers subordinate to them, that continued bad work for three successive years will entail on an officer stoppage of all increments. Should no improvement ensue in the quality of work done, the officer will be reduced in status and finally removed from Government service after a departmental enquiry into his conduct.

(Director of Public Instruction's Circular No. 22, dated the 11th May 1925.)

(i) REGISTER OF RELATIVES.

50. A register of relatives in the prescribed form (subjoined below) is maintained in the office of the Director in respect of gazetted officers and of non-gazetted officers immediately subordinate to the Director. Officers immediately subordinate to the Director are required to maintain a similar register in respect of the non-gazetted officers subordinate to them.

(G. O. No. 462T.—G., dated the 18th September 1915.)

Register of Relatives.

Name of relatives.*	Relationship.	Post held under Government.	Remarks.

*Including father, brother, cousin, uncle, father-in-law, brother-in-law.

(ii) REGISTER OF LANDED PROPERTIES.

51. Officers immediately subordinate to the Director are required to maintain a register of landed properties held by officers subordinate to them in the prescribed form (subjoined below) and to furnish the Director with extracts relating to gazetted officers.

(G. O. No. 462T.—G., dated the 18th September 1915.)

Statement of landed property owned by officers of the Education Department, Bengal.

1	2	3	4				5
			(a)	(b)	(c)	(d)	
Name and designation of officer.	Permanent residence.	Station where posted (with date of posting).	Particulars of landed property owned, whether in his own name or in the names of his relatives or of others.	From whom, when and how acquired.	Particulars of landed property owned, whether in his own name or in the names of his relatives or of others, but not required for residential purposes.	Whether the officer has any interest in any landed property other than that shown in sub-clauses (a) and (c).	Remarks.

N. B.—House property should be counted as landed property.

I.—Transfers.

(i) School teachers.

52. In regard to transfers of school teachers other than those which are necessitated by the exigencies of the public service, the following rules are laid down for the guidance of all local officers controlling schools of various types and denominations :—

(*a*) Transfer of teachers shall be avoided as far as practicable in filling leave vacancies not exceeding four months. In such cases local arrangements should be made as a general rule. Only in exceptional cases where there is no suitable officer available on the spot will the transfer of a teacher from another school be allowed.

(*b*) Transfers for the sake of discipline or on the ground of failing health should be arranged at the beginning of the year before the commencement of the school session or, in urgent cases, during the summer vacation. No departure from this principle shall be allowed except with the previous approval of the Director of Public Instruction.

(*c*) Exchanges of appointments to suit the convenience of teachers shall invariably take place during the Christmas holidays.

(Director of Public Instruction's Order Nos. 1599-1610A., dated the 20th February 1925.)

(ii) Subordinate inspecting officers.

53. In regard to transfers of Sub-Inspectors and Subdivisional Inspectors of Schools, other than those which are necessitated by the exigencies of the public service, the following rules are laid down for the guidance of all controlling officers of the Department :—

(*a*) Transfers of Sub-Inspectors and Subdivisional Inspectors of Schools shall be avoided as far as practicable in filling leave vacancies not exceeding four months. In such cases local arrangements should be made as a general rule. Only in exceptional cases where there is no suitable officer available in the district will the transfer of an officer from another district be allowed.

(*b*) Transfer for the sake of discipline or on the ground of failing health should be arranged during the months of May and June after the submission of annual returns and reports by District Inspectors of Schools, or in urgent cases, during the Puja holidays. No departure from this principle shall be allowed without the previous approval of the Director of Public Instruction.

(*c*) Exchanges of appointments to suit the convenience of Sub-Inspectors of Schools and Subdivisional Inspectors of Schools shall invariably take place during the two months of May and June.

(Director of Public Instruction's Order Nos. 2290-2294A., dated the 18th March 1925.)

(iii) PERIODS WITHIN WHICH TRANSFERS ARE TO BE EFFECTED.

54. In the absence of any definite instruction to the contrary, an officer under orders of transfer shall be relieved of his duties by his immediate superior within a week of the date of intimation, which will be conveyed by notification in the Gazette in the case of officers in the Provincial Educational Service and by a letter in all other cases. If in any case it is necessary to exceed the above limit, intimation of the fact should be given to the controlling officer and the probable date on which the officer under orders of transfer will be relieved should be stated.

(Director of Public Instruction's Circular No. 16, dated the 25th January 1905.)

(iv) INTER-DEPARTMENTAL TRANSFERS.

(Government of India Resolution No. 3205P., dated the 27th June 1910.)

55. The following conditions should regulate the transfer of an officer in the Department to a different Government office or department :—

(1) It is the duty of a Government officer, who wishes to transfer his services to a different Government office or department, to obtain the consent of the authority which appointed him to his existing post before taking up the new employment. If he takes up the new employment without such consent he commits a breach of discipline and is liable to be punished, in the last resource, by dismissal from his former post and consequent loss of pensionable service. Resignation of his former appointment will not, it should be noted, protect him from this penalty.

(2) In granting or withholding consent to the acceptance by a subordinate of other Government employment, the head of an office or department must consider whether the transfer will be consistent with the interests of the public service. Permission should not be refused, however, without strong reasons, which should be recorded in writing.

(3) The head of an office or department shall not employ, either temporarily or permanently, an officer whom he knows, or has reason to believe to belong to another establishment without the previous consent of the head of the office or department in which he is employed. In the rare cases in which, for reasons which appear satisfactory to the new employer, an officer cannot obtain the required consent before taking up the new appointment, the employment may be made conditional on consent being obtained at the earliest oppoutunity.

NOTE.—The foregoing rules apply equally to officers on leave, whether with or without allowances. All leave allowances must *ipso facto* cease on the taking up of new employment, other than work of a purely casual nature.

J.—Medical Certificates.

56. The rules regarding the production of a medical certificate of health on first appointment to a permanent post in Government service are contained in Fundamental Rule 10 and the Subsidiary Rules framed thereunder. The rules for the production of medical certificates for the grant of leave, or an extension of leave, on medical certificate are contained in Subsidiary Rules 219 to 230.

(Subsidiary Rules 111, and 219 to 230.)

57. The opinion of the Medical Board as to the defects noticed in a candidate which constitute his disqualification for a particular appointment or class of appointments is confidential and should not be communicated to the candidate.

(Director of Public Instruction's Circular No. 2, dated the 6th January 1927.)

K.—Leave.

(i) Power of granting leave under the Fundamental Rules.

58. In terms of Subsidiary Rule 200 (*a*) any leave, other than special disability leave, admissible under the Fundamental Rules may be granted to a non-gazetted Government servant by the authority whose duty it is to fill up the officer's post when vacant. It is evident, therefore, that the power of an authority in respect of the grant of leave under the Fundamental Rules, other than special disability leave, to a non-gazetted Government servant, who is subject to the Fundamental Leave Rules, is co-extensive with his power of making substantive appointments.

(Director of Public Instruction's Order Nos. 4078-4107A., dated the 2nd May 1929.)

(ii) Application for leave.

59. Except in the case of leave on urgent private affairs or on medical certificate, an officer should not be considered as having a claim to leave unless he had given at least three months' notice of his intention to apply for it.

(G. O. No. 77 Mis., dated the 16th January 1928.)

60. Officers of the Department are required to submit their applications for leave, other than casual leave, leave on urgent private affairs or leave on account of sudden illness in the prescribed form to their controlling officer at least three months before the date on which the leave is required. If the sanction of the Director or of the Local Government is necessary, the controlling officer must transmit the application to the Director with his recommendation without any avoidable delay. Unless specially or otherwise ordered leave must begin within 35 days of the date on which it is granted.

(G. O. No. 77 Mis., dated the 16th January 1928.)

Note.—An officer under order of transfer must apply for leave (other than casual leave) to the authority ordering the transfer.

(iii) Combination of leave with school and college holidays.

61. The Accountant-General, Bengal, in a recent case, objected to the combination by an officer of a holiday of an institution with his leave on the ground that it was not a holiday within the meaning of Subsidiary Rule 23(*h*)(*b*). As an educational institution is likely to have a number of such holidays consequent on the distribution of the total number of holidays throughout the year with an eye to local needs and festivals, the matter was referred to Government. Government decided that no further concession in this respect should be allowed to educational officers than what was already provided for. The

effect of the Government decision is that educational officers of the vacation department are not entitled to combine with their leave any other holidays except vacations and such holidays as are notified in the Gazette. This should be widely circulated to all subordinate officers for information and guidance.

(Director of Public Instruction's Order Nos. 6980-7008A., dated the 29th August 1929.)

(iv) Grant of leave to inferior servants.

62. The grant of leave to inferior servants is regulated by Subsidiary Rule 1 to Fundamental Rule 2 of the Fundamental and Subsidiary Rules. Accordingly the leave salary of the substantive incumbent is restricted to what remains from his pay after provision is made for the efficient discharge of his duties during his absence, except when, in the resultant acting arrangements, an officer who has no substantive appointment is given more than half the pay of the appointment in which he acts, in which case the excess over half pay granted to him may, at the discretion of the authority sanctioning the leave, be disregarded altogether in calculating the sum available for the leave salary of the absentee.

To admit the extra cost in such leave arrangements, it is necessary that the authority sanctioning the leave should furnish a certificate either on the bill itself on which leave salary is drawn or separately that the excess over half pay granted to the outsider has been disregarded in calculating the sum available for the absentee. In the absence of such a certificate, the leave salary in excess of what is admissible under the rules is liable to retrenchment.

(Accountant-General, Bengal's Circular No. 64-T.M.T.A.D., dated the 9th October 1928.)

(v) Grant of leave in combination with vacations.

63. It appears that there is a misapprehension as to the precise conditions which must be satisfied by a vacation-enjoying officer in order to be entitled to the concession provided in rule 82(*b*) of the Fundamental Rules. In certain cases the concession has been claimed by officers who remained on duty during vacations without orders from competent authority. In a few other cases officers obtained orders from competent authority in respect of previous vacations in which they remained on duty and claimed the concession on the strength of those orders. It should be clearly understood by all officers that arrangements are made for the conduct of work during vacations of institutions purely in the interests of those institutions. The practice should on no account be treated as a convenient method open to "vacation" officers of earning leave on average pay. To guard against the possible misuse of the practice it was laid down in paragraph 530 of the Companion to the Civil Service Regulations that orders regarding arrangements during a vacation should be passed before the commencement of the vacation. In accordance with the decision of the audit office, no orders of detention during a vacation can be accepted except those which sanction arrangements for the conduct of work before the commencement of the vacation.

The procedure to be followed in making arrangements for the conduct of work during vacations is indicated below for the guidance of all officers subordinate to the Director. The controlling officers will see that these instructions are strictly followed by all officers under their control.

In accordance with the standing orders of the Department, Heads of Colleges and Schools are required to submit proposals for the conduct of the current duties of their offices during a vacation three weeks before its commencement and the controlling officers are required to communicate their orders before the institutions are closed for the vacation. The controlling officer may or may not accept the arrangements proposed by the head of an institution. He is authorised to use his discretion and having due regard to the special requirements of the institution during a vacation can place either the head or one of his assistants in charge of the institution either during the whole or part of a vacation. These orders must be received by the institutions before a vacation commences and they must be produced by officers when claiming the benefit of the provisions of rule 82 (*b*) of the Fundamental Rules for having remained on duty during a vacation or vacations.

(Director of Public Instruction's Circular No. 43, dated the 28th November 1925.)

(vi) Cancellation of unexpired leave.

64. The following procedure should be followed in regard to cancelling the unexpired portion of the leave of a non-gazetted officer who has been granted leave by the Director and who returns to duty before the expiry of his leave :—

(1) When an officer on long leave desires to rturn to duty, when there are more than 14 days of his leave still to run, he may do so with the permission of the Director.

(2) In the case of an officer on short leave, or of an officer on long leave, who desires to return to duty when there are less than 14 days of his leave still to run, the permission of the Director will not be required in order to permit his returning to duty before the expiry of his leave. It will be sufficient if he obtains the permission of his immediate superior to do so.

(3) Amended orders are necessary in cases covered by clause (1) above but not in cases covered by (2) above ; in the former cases a report to the Accountant-General is necessary. In the latter cases it is not necessary to send a separate report to the Accountant-General. Information of the date and hour of an officer's return to duty is, as a matter of course, noted in the absentee statement attached to the establishment bills in which the pay or allowance of the officer is drawn.

(Director of Public Instruction's Circular No. 116, dated the 19th November 1910.)

65. No order of Government is necessary to cancel the unexpired portion of the leave of an officer except when he is on long leave and returns to duty more than fourteen days before such expiry.

(Director of Public Instruction's Circular No. 13, dated the 16th March 1914.)

(vii) Casual leave.

66. Casual leave is not recognised by the Civil Service Regulations, and an officer absent on casual leave is not treated as absent from duty. The grant of such leave is, however, subject to the conditions specified in the note* to article 332 of the Regulations. Government will make no

*See Subsidiary Rules 261 and 262 of the Fundamental and Subsidiary Rules.

arrangement to supply the place of officers absent on such leave. The officer granting the leave and the officer taking it will be held responsible if the public service suffers in way from the absence of the officer on casual leave.

(Appointment Department Order Nos. 732-63A., dated the 26th January 1914.)

*(2) Casual leave may not be combined with any other kind of leave, and may not extend to more than ten consecutive days in the calendar year. Ordinarily, it may not extend to more than ten days in any one calendar year exclusive of gazetted holiday.† If, in exceptional circumstances, the sanctioning authority grants, for urgent special reasons, a few days more than the ten days, the grant, with the reasons, must be reported at once for the information of Government.

If the casual leave is taken in extension of gazetted holidays,† those holidays must be counted as part of the leave.

N. B.—In the case of a Government servant, who remains on duty during a gazetted holiday but is unavoidably absent from his duties immediately before or after the holiday, the holiday should not be treated as part of casual leave.

(G. O. No. 3578-Edn., dated the 31st December 1928.)

(3) Casual leave should only be granted for adequate reasons, and cannot be claimed of right or given when the interests of the public service forbid it. The concessions of casual leave must not be converted into an unauthorised system of privilege leave. Commissioners and Government officers of all grades must not allow the privilege to be abused.

An officer who takes casual leave when on tour is not entitled to draw daily allowance during such leave.

The officers empowered to grant casual leave may also grant to their subordinates leave of absence during holidays.

In all cases in which the officer asking for casual leave, or for leave of absence during holidays, desires to absent himself from the jurisdiction of the officer empowered to grant the request, this fact must be clearly stated in the application.

(4) Commissioners of Divisions require the sanction of Government to casual leave taken by themselves, and should report the grant of it for the information of the Board of Revenue. Other heads of departments and the officers noted below likewise require the sanction of Government :—

(1) The Chief Inspector of Factories.

(2) The Chief Inspector of Boilers.

(3) The Chief Inspector of Smoke Nuisances.

(4) The Electrical Adviser and Electric Inspector, Bengal.

(5) Labour Intelligence Officer.

(6) The Commissioner for Workmen's Compensation.

*[G. O. No. 3753A. (Appt.), dated the 13th May 1914.]

*Clause (2) lays down that ordinarily, casual leave may not extend to more than ten days in any one calendar year. While ten days is the maximum limit of casual leave which cannot usually be exceeded, it is not the intention of clause (2) that an officer should be entitled to enjoy casual leave for ten days exclusive of gazetted holidays. He can be granted such leave for ten days if he does not prefix or affix a holiday, but if he takes casual leave in combination with a gazetted holiday, that holiday must be counted as part of the leave.

†Sundays are to be taken as gazetted holidays for the purposes of these rules.

The authorities who are authorised to grant casual leave to the officers subordinate to them are shown below.

Sanctioning authority.	Subordinate Officers.
Director of Public Instruction, Bengal.	Inspectors of Schools (including the Inspector of European Schools); Inspectresses of Schools; Principals of Government colleges (including the Training Colleges); Principals of Ahsanullah School of Engineering, Eden High School at Dacca, Government Commercial Institute and Government School of Art, Calcutta; Principals of Senior Madrasahs at Calcutta and Chittagong; Superintendents of Senior Madrasahs (except such as are located at district headquarters); Librarian, Bengal Library; the Assistant Directors of Public Instruction and Personal Assistant to the Director of Public Instruction.
Inspectors of Schools ..	Inspecting staff subordinate to them (including the Additional or Second Inspectors of Schools) and Head Masters of institutions subject to the control of Inspectors, with the exception of Head Masters of Zilla, Government High and Normal Schools located at district headquarters.
District Inspectors of Schools ..	Teachers of middle and primary schools, Subdivisional Inspectors, Sub-Inspectors and Assistant Sub-Inspectors subject to a report to the Inspectors in case of Subdivisional Inspectors or to the Chrianan of the District Board in the cases of Sub and Assistant Sub-Inspectors.
Principals of Colleges and Schools (including the Goverment Commercial Institute); Principals and Superintendents of Senior Madrasahs; and Librarian, Bengal Library.	The staff subordinate to them.
Head Masters and Mistresses of High and First Grade Training Schools.	Staff subordinate to them, subject to a report to the Inspectors, Inspectreses or Principals to whom the Head Masters or Mistresses are subordinate.
Inspectresses of Schools ..	Assistant Inspectresses of Schools and Principals and Head Mistresses of institutions subject to the control of Inspectresses, except those which are located at district headquarters.
Assistant Inspectresses of Schools	Teachers of Girls' Middle English Schools and Zenana Governesses, subject to a report to the Inspectresses.
District Officers (subject to report in each case to the Inspectors of Schools concerned).	District Inspectors of Schools and Head Masters and Mistresses of Government High and Normal Schools and Superintendents of Madrasahs which are located at district headquarters.

(5) Ministerial officers may be granted leave by the head of their office.

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(9) Every authority which grants casual leave shall cause a register of such leave to be maintained in the following form. The register should be regularly examined by Inspecting Officers :—

Column 1.—Name and rank of officer to whom casual leave has been granted.

Column 2.—Dates on which leave begins and ends.

Column 3.—Remarks.

L.—Departmental Examination in the Vernacular.

67. An officer appointed to the Bengal Educational Service, whose mother tongue is not Bengali, is required to pass a prescribed test in the vernacular within the period of probation for two years.

(Government Resolution No. 3149, dated the 18th December 1906.)

68. All superior educational officers whose mother tongue is not Bengal are required to pass in Bengali by the Higher Standard at the examinations held by the Central Examination Committee. A period of two years is allowed for the passing of this examination during which time the officer is on probation. This rule will be strictly enforced and, at the discretion of Government increments of pay or promotion will be withheld in the case of any officer who has failed to pass the test within the prescribed time.

(G. O. No. 402T.—G., dated the 15th August 1916.)

69. The following principles are laid down for the vernacular examination of superior educational officers, other than members of the Indian Educational Service :—

(*a*) All Indians, whose mother tongue is not Bengali, appointed to the Bengal Educational Service or Subordinate Educational Service or to any post outside the grades on an initial pay of Rs. 50 or more, are required to pass the prescribed examination : no exceptin to this rule will be admitted, except in the case of an officer who has been specially exempted by the orders of the Director.

(*b*) The Higher Standard Examination in Bengali, conducted by the Central Examination Committee under the rules for the Departmental Examinations of Assistant Magistrates and others, shall be the examination which all educational officers are required by these orders to pass. Any educational officer who is not required under these orders to pass the prescribed test, either because he has already been confirmed or because he entered the service of Government without being informed that the above condition was likely to be imposed, is reminded that the appointments in which it may be possible hereafter to employ him will depend largely on whether he knows Bengali or not.

(*c*) The immediate superiors of the officers to whom the orders contained in this Circular are applicable are responsible for seeing that all the officers working under them are made acquainted with these orders. Care should be taken that all applicants for employment under the Education Department should be informed of these orders and no one is to be nominated for any appointment who has not agreed to comply with these conditions. The penalty for non-compliance with these conditions may be postponement or refusal of confirmation or stoppage of promotion and no excuse will be accepted on the ground that an officer was not specifically and individually directed as to what he was required to do in this matter.

(Director of Public Instruction's Circular No. 43, dated the 9th March 1917.)

M.—Pension.

70. Attention is drawn to article 470 of the Civil Service Regulations, regarding the award of full pension admissible to Government servants which is as follows :—

(*a*) The full pension admissible under the rules is not to be given as a matter of course, or unless the service rendered has been really approved.

(*b*) If the service has not been thoroughly satisfactory, the authority sanctioning the pension should make such reduction in the amount as it thinks proper.

It is requested that the authorities recommending or sanctioning pensions should invariably keep in view the principles contained in this rule when dealing with applications for pension.

This instruction should be brought to the notice of all Government servants.

(Government Memorandum No. 3713F., dated the 2nd October 1928.)

71. The rules governing service pensions, extraordinary pensions and gratuities for service not entitling to pension are contained in the Civil Service Regulations. Supplementary instructions are laid down below:—

(1) The officer who has authority to fill the appointment vacated by a retiring officer may, in the case of non-gazetted officers, sanction the pension which is certified by the responsible audit officer to be clearly admissible under rule.

(Article 918 of the Civil Service Regulations.)

(2) Such sanctioning officer exercises—

[Article 422 (*d*) of the Civil Service Regulations.]

(*a*) the power of accepting in respect of such non-gazetted officers, medical certificates of incapacity for further service given by a single commissioned medical officer, or by a medical officer in charge of a civil station, or of assembling a special invaliding committee at a convenient civil station;

(*b*) the power of accepting a medical certificate bearing a later date than that of the application for pension;

[Article 911(*c*) of the Civil Service Regulations.]

(c) the power to commute retrospectively periods of absence without leave into leave without allowances;

[Articles 232 and 421 of the Civil Service Regulations.]

(d) the power to sanction condonation of breaks in service up to two months under article 422 (*i*), and up to six months under article 422 (*ii*) of the Civil Service Regulations, 1910.

[Article 423A of the Civil Service Regulations.]

(e) the power to sanction condonation of deficiencies up to two months under article 423 (1) of the Civil Service Regulations, 1910, in cases where the applicant for pension is serving on a Provincial establishment.

[Article 423A of the Civil Service Regulations.]

(3) The authority who sanctions the pension may also—

(a) sanction the payment of a pension more than one year in arrears if the pension is to be paid for the first time, or if the amount of arrears exceeds Rs. 1,000.

(Note I to article 957 of the Civil Service Regulations.)

(b) sanction the payment of a pension due to a deceased pensioner to his heirs, more than one year after the pensioner's death.

[Note to article 995 (*a*) of the Civil Service Regulations.]

(4) All officers sanctioning pensions may order the recovery of leave allowances irregularly drawn before retirement by applicants for pensions when this is recommended by the Account Officer under article 841 (*b*), Civil Account Code, Volume II, 1913, but then the officer sanctioning the pension does not agree with the Account Officer in considering that recovery should be made, reference should be made for final orders to the Director when the amount in question does not exceed three months' pay in each case, and to the Local Government in all other cases.

The Director may exempt a pensioner from personal appearance under article 945 of the Civil Service Regulations.

(5) All sanctions to pensions, whether payable in this or another province should be communicated to the Accountant-General, Bengal.

[Article 938 (*a*) of the Civil Service Regulations.]

(6) The Director is authorised to sanction alterations in the date of birth in service books.

[Note 2 to article 55(1)(*b*), Civil Account Code, Volume I, 1912.]

(7) Special attention should be given by every officer concerned to the prompt disposal of applications for pension.

(Revenue Department order No. 417, dated the 31st January 1915.)

72. Three impressions of the ball of the thumb of the left hand of applicants for service pensions who have not been gazetted officers or Government title-holders, are required to be taken before the head of the office to which the applicant belonged. One impression is to be affixed on the first page of the

application in the space provided for the purpose and the other two are to be forwarded with the application on two slips of paper with the following endorsement duly filled in :—

Thumb impression of

Late

Taken before

Name of officer

Designation of officer

On (date).

[Director of Public Instruction's Circulars No. 170, dated the 21st December 1898, No. 62, dated the 8th May 1905, and No. 68, dated the 29th July 1910.]

73. If in any case attendance before the head of the office be a matter of difficulty or occasion undue expense to the applicant, he may, with the consent of the head of the office, give the impressions before a Magistrate, who should satisfy himself as to the identity of the applicant and record a certificate stating that he has done so and that the impressions have been taken in his presence.

74. In the case of non-gazetted service pensioners impressions of the ball of the thumb of the left hand will be taken by the office preparing the descriptive-roll in such roll and on two slips of paper in the above manner and sent with the pension papers.

75. Care must be taken to furnish clear and full impressions of the entire ball of the left thumb.

76. Such prominent personal marks as appears on the persons of applicants for pension at the time of their retirement must be recorded accurately and fully.

N.—Management of School Libraries.

77. An allowance of Rs. 20 per mensem was sanctioned as remuneration for the performance of duties connected with the supervision and care of the library in each of the forty Government high schools for boys in terms of Government order No. 526, dated the 6th March 1920, issued in connection with the scheme for the improvement of secondary education in Bengal. The library work was entrusted to a teacher in each high school, but in 1922-23, when the need for economy was urgent, it was found on examination that the library work done by these teachers was very light; hence the gradual abolition of the allowances was sanctioned in Government order No. 3006Edn., dated the 4th September 1924.

78. (1) It has since been ascertained that teachers feel considerable difficulty in doing the work of a librarian satisfactorily in addition to their teaching work. As the full and proper use of a library by staff and students

is an important feature of educational training, it has been decided, with the approval of the Local Government, to introduce the following scheme for the supervision and control of the library :—

(*i*) The Head Master of each school should be in charge of the library and make it a point of duty to inspect the library regularly, to see that the almirahs are clean, the books neatly arranged and regularly dusted and to let teachers and pupils feel that it is a most important adjunct of the institution. He should be assisted by a selected member of the staff.

(*ii*) It should be the duty of each class master to direct and guide the private reading of his pupils, to help them to select books suitable to their age and capacity and to encourage them to cultivate the habit of reading. The entire teaching staff should thus be required to take some definite interest in the use and upkeep of the library as part of their normal duties as teachers.

(*iii*) A small committee consisting of the Head Master, two selected teachers to represent the senior and the junior departments of the school and a senior student should be constituted in each school for the purpose of framing rules, for the selection and purchase of new books for the library, and in general to advise on literary matter.

(*iv*) The clerk of the school should be entrusted with the routine work, e.g. maintaining a register of receipts and issues, keeping a stock-book, numbering and marking the new books, preparation of a catalogue, indents, etc.

(2) Since the issue of Government order, dated the 4th September 1924, the library allowances of a certain high schools have been discontinued, while the teachers in charge of libraries of other schools are still enjoying their allow ances. It is not intended to deprive them of their allowance. Those now drawing allowances will continue to draw the allowances at the existing rate until they vacate their appointments on condition that they perform all the duties indicated in clause (*iv*) of sub-paragraph (1) of this paragraph. In such cases the teacher concerned should be a member of the committee mentioned above. Subject to this modification the scheme outlined above has been introduced in all Government High Schools for boys with effect from January 1927. In the case of the Anglo-Persian Department of Calcutta Madrasah, which has a joint library with that of the Arabic Department which is under the charge of a whole-time librarian, its library work is conducted in accordance with the new scheme with the exception that the existing whole-time librarian of the Arabic Department carries on the routine work in connection with the school library without any extra remuneration. The clerks of the High schools, who are instructed to do the routine work connected with the library in addition to their ordinary clerical duties, receive no extra remuneration.

(Director of Public Instruction's Circular No. 39, dated the 23rd December 1926.)

N. B.—The scheme outlined in sub-paragraph (2) applies to Government High schools for girls also.

O.—Alteration in the date of birth not permissible.

79. Government have had under consideration the question whether a declaration of age for public purposes, express or implied, in the case of Government servants should be deemed absolutely conclusive and no revision allowed at a later period for any purposes whatsoever. At present Government

may, at their discretion, sanction an alteration of the date of birth of a Government servant as recorded in his service book. This power has also been delegated to Divisional Commissioners and heads of departments. In actual practice an alteration of the date of birth has been allowed in some departments, while in others it has not. Government consider that a uniformity of practice is desirable in the matter, and have decided that the declaration of age, made at the time of, or for the purpose of, entry into Government service should be deemed absolutely conclusive, and no revision of such a declaration should be allowed to be made at a later period for any purpose whatsoever. This rule should be brought to the notice of all applicants for Government service.

(Finance Department Resolution No. 5538F., dated the 15th November 1927.)

P.—Tours.

80. The minimum number of days during which the various classes of inspecting officers are required to be on tour are as follows :—

District Inspectors	150
Subdivisional Inspectors	200
Sub-Inspectors and Assistant Sub-Inspectors	200

(G. O. No. 627T.—G., dated the 20th October 1916.)

Those officers who have over 15 primary schools within five miles of their headquarters are allowed to count two days spent on the inspection of such schools as one tour day.

(Director of Public Instruction's Circular No. 160, dated the 28th November 1905.)

81. Assistant Inspectors for Muhammadan Education are required to be on tour for a minimum number of 150 days in an official year.

(G. O. No. 322-Edn., dated the 2nd February 1926.)

Q.—Conferences of Inspecting Officers.

82. Inspecting officers should hold informal conferences with the officers subordinate to them. Teachers of aided schools may be invited to attend and to take part at such conferences.

(Director of Public Instruction's Circular No. 3T., dated the 24th October 1903.)

Copies of proceedings of conferences should be submitted for perusal and information only, and at the same time it should be stated on what questions, if any, it is proposed to make separate communications with a view to the alteration of existing orders or the promulgation of new ones. The questions regarding which separate communications are made should be carefully scrutinized in the light of accepted policy and with reference to existing orders and should invariably be supported by the views of the forwarding officer.

(Circulars No. 1 T., dated the 27th April 1906, and No. 40, dated the 20th March 1909.)

R.—Recess of the Divisional Inspectors of Schools.

83. The Inspectors, other than the Inspector of Rajshahi Division, are authorised to spend one month from the 20th May to the 20th June each year in Darjeeling on the following conditions :—

(*i*) that they must have completed and submitted their annual reports to the Director before leaving their charges ;

(*ii*) that the work in their Divisions does not suffer in consequence of their absence ;

(*iii*) that no travelling allowance is drawn by them for journeys to and from the hills ;

(*iv*) that no allowance is drawn by them for the period of their stay in the hills ; and

(*v*) that any expenditure on account of travelling or hill allowance of any clerks, who may be taken to the hills by them must be defrayed by the officers themselves.

(G. O. No. 2185T.—G., dated the 31st October 1910.)

(*N.B.*—The Inspector of Schools, Rajshahi Division, must not spend more than 30 days in the year in the Sadar subdivision of Darjeeling, in the Kalimpong subdivision or in the hill portion of Kurseong subdivision all included.)

(G. O. No. 1786T.—G., dated the 24th September 1912.)

Section II.—Finance and Accounts.

(a) Budget.

84. **Budgets of subordinate officers.**—Every officer immediately subordinate to the Director is required to submit his budget to the Director not later than the 31st July of the year preceding that for which the budget is framed. The estimates of Inspectors and Inspectresses should include the requirements of Second or Additional, Assistant and District Inspectors of Schools and of Assistant Inspectresses of Schools, respectively. The district estimates on account of the male inspecting agency of Government schools of all kinds of boys, other than High Schools under the control of Principals, and on account of grants-in-aid, scholarships, etc., should be prepared by the District Inspector and forwarded to the Inspector. Similarly, the estimate for girls' schools, other than High Schools under the control of Principals, should be prepared by the Assistant Inspectress and forwarded to the Inspectress. The estimates for High Schools under the control of Principal should be prepared by the Head Master or Head Mistress and forwarded to the Principal. Inspectors, Inspectresses and Principals should see that all the charges for the offices and institutions under their control have been carefully and correctly entered.

85. **Budget charges.**—For the purpose of the budget, all charges may be divided into two heads, viz., (*i*) those of which the amount can be determined exactly, and (*ii*) those in connection with which it is necessary to form an approximate estimate of the sum required. The former includes such charges as salaries, fixed contingent grants and sanctioned recurring grants-in-aid and the latter includes such items as petty construction and repairs, non-recurring grants for buildings and other charges which fluctuate from year to year.

86. In connection with charges of the first kind, any variations between the new budget and that for the preceding year need be supported only by a reference to the order sanctioning the change or by a note to the effect that an officer has been promoted or become entitled to an increment or by such other brief explanations as may be required. For variations in items of fluctuating expenditure a more elaborate explanation is necessary, for in its case it will generally not be possible to refer to any orders requiring increased expenditure. If no good grounds are shown for an increase, such increase will not be passed by the Director.

NOTE.—The salaries of officers and establishment should be entered in the budget at the rate which the officers will draw during a budget year, including increments.

87. The following general rules have been laid down for guidance in preparing budget estimates :—

(1) Provision should be carefully made for all items of expenditure separately and in detail and under all the detailed heads of revenue and receipts. The estimates should be framed with due forethought and all charges should be anticipated so as to reduce the need for reappropriations to a minimum.

(2) Only charges sanctioned by proper authority should be shown in the column for estimates. It should be borne in mind that all sanctioned charges should not be entered in full, but only such portion of them as may be required during the year. Any sanctioned items which it is intended to keep in abeyance should be shown in the column for remarks.

(3) When any unusual charges are payable from any particular grant, such as a grant-in-aid allotment, a note to that effect should be made against the charge in the column for remarks.

(4) Full details should be given of officers and establishments in the estimates, the " voted " and " non-voted " expenditure being shown separately.

(5) Provision for sweepers, malis, water-bearers, syces, etc., should be made under the head " Contingencies " and not under the head " Servants," full details being furnished with the estimates regarding the number, designation and rates of pay.

(6) In making provision under " Travelling allowances " figures for officers under " voted " and " non-voted " and for establishments should be shown separately.

(7) The contingent charges of those institutions to which the contract contingency system does not extend, should be estimated in detail. Details showing how the contract contingencies grant is expended should be given in the column for remarks.

(8) In the estimates provision should be included for the occupier's share only of the municipal taxes payable in respect of Government buildings in accordance with the rules on the subject.

(9) Receipts and charges on account of hostels should be shown separately.

88. **The Departmental Budget.**—The education budget is prepared in the form supplied by the Accountant-General. On receipt of the budgets from subordinate officers, the Director will cause them to be agglomerated, after each item has been checked as far as possible in his office. He will add his estimate of the expenditure under the head " Direction," and enter the totals of the different fluctuating charges at the amounts which he considers necessary. No new scheme or establishment will be provided for in the budget, unless it has been sanctioned by the Finance Department.

89. When the budget has been thus prepared, one copy will be submitted to Government in the Finance Department, one to Government in the Ministry of Education and one to the Accountant-General not later than 15th October. All variations from the budget of the preceding year should be explained as briefly as possible in each copy.

(Rule 298, Bengal Financial Rules.)

90. **Details of new schemes.**—A list of all new schemes proposed for inclusion in the budget will be sent by the Director to Government in the Ministry of Education not later than 15th August of each year. This list will be in the prescribed form (vide rule 300 of the Bengal Financial Rules, 1924) and should supply the following information :—

(*a*) Reference to order of sanction, if any.

(*b*) Brief but clear note as to nature of scheme.

(*c*) Ultimate cost—

(*i*) Recurring.

(*ii*) Non-recurring.

(*iii*) Total.

(*d*) Cost during budget year [details as under (*c*) above.]

(*e*) Remarks.

The items will be arranged in order of urgency.

NOTE.—(I) The expenditure (recurring and non-recurring) involved during the first year and the ultimate expenditure (recurring and non-recurring) should be worked out by primary units of grants and shown to the Finance Department before it is included in the schedules of approved schemes.

(II) The subsequent procedure in regard to the budget is laid down in Chapter II of the Bengal Financial Rules, 1924, which contains also detailed instructions for the preparation of the Director's budget.

(III) "Ultimate Cost" in the case of new appointments means "average cost."

(IV) The following are the dates fixed by Government in the Revenue Department for the submission to them of lists of major public works and minor building schemes, and of new schemes, other than building, with which that department is concerned :—

1st April.—List of major public works for which it is necessary to provide funds in the next following financial year, arranged in order of urgency. The works should all be administratively approved previous to that date, and the Government order of such approval should be stated against each work. It follows that arrangements should be made in good time ahead to obtain the necessary administrative approval before the date for the submission of the list, i.e., before 1st April.

30th June.—List of minor public works relating to the district of Darjeeling and the Chittagong Hill Tracts for which it is necessary to provide funds in the next following year. (For heads of departments other than Commissioners.)

30th June.—List of new schemes other than buildings which are necessary to be included in the schedules for the next following financial year. Administrative approval of all such schemes should be obtained before this date, and the Government order of such approval should be quoted in each case.

(Revenue Department Nos. 16514-16533, dated the 25th November 1927/1st December 1927.)

91. As soon as the budget estimates are finally passed, Government will communicate the sanctioned grants to the Director. The Director will distribute contingent and other allotments with reference to the estimates which he received in the previous July from subordinate officers and to any subsequent orders which may necessitate a modification in these estimates.

(Cf. Rule 304, Bengal Financial Rules.)

(b) Expenditure.

92. **General rule for expenditure.**—Savings in grants allotted for expenditure in any financial year cannot be utilized in the succeeding year.

(Cf. Rule 307, Bengal Financial Rules.)

93. **Expenditure not budgeted for.**—Expenditure for which no provision has been made in the budget estimate of the current year should rarely, if ever, be incurred. The procedure to be followed if, on account of exceptional reasons, expenditure has to be incurred which is either not provided for in the budget estimate of the current year or is in excess of the budget provision and the authority incurring the expenditure is not able to find funds by re-appropriation, is laid down in rule 310 of the Bengal Financial Rules, 1924.

(Rule 310, Bengal Financial Rules.)

94. **Application for sanction to expenditure.**—In all applications for sanction to expenditure it should be distinctly stated whether provision for the proposed charge has or has not been made in the budget estimate of the year, and, if it has not been made, whether the funds cannot be found by reappropriation.

(Rule 313, Bengal Financial Rules.)

95. **Money not to be drawn till required.**—No money should be drawn from the treasury unless it is required for immediate payment. It is not permissible to draw advances from the treasury either for the prosecution of works, the completion of which is likely to take a considerable time, or to prevent the lapse of a budget grant.

(Rule 317, Bengal Financial Rules.)

96. **Permanent advance.**—Advances are granted to certain officers of the Department who have to meet certain classes of expenditure before they can place themselves in funds by drawing bills. The amount of these advances shall be determined from time to time by the Director, in consultation with the Accountant-General, and officers who receive them will be personally responsible for the safe custody of the money thus placed at their disposal and should at all times be ready to produce the total amount of the money in vouchers or in cash, or both.

(Rule 28, Bengal Financial Rules.)

97. **Schemes involving new expenditure.**—There appears to exist a very widely-spread mis-apprehension as to the period which must inevitably elapse before a scheme sent to the Director's office for approval can be put into operation and in consequence subordinate officers often experience disappointment when schemes which they have drawn up do not come to fruition at the expected date. It is, therefore, expedient that officers should realise how far ahead they ought to plan such schemes and, in this connection, should remember that any new scheme involving recurring expenditure *must*, and

any important new scheme involving only capital expenditure *should*, go into the schedules of new expenditure. Such schemes fall roughly into two categories, (*a*) school and (*b*) college :—

(*a*) School schemes will ordinarily be put into operation in January of a year, so that schedule provision will be for two months only—January and February. If, for instance, it is desired to inaugurate a scheme in January of the year 1930, provision must be made for it in the schedules of the year 1929-30, and the complete approved scheme must be before Government in July of the year 1928. The scheme should, therefore, be with the Director in full detail by April of the year 1928.

(*b*) College schemes will ordinarily be put into operation in July of a year, so that schedule provision will be for eight months only—July to February inclusive. In such cases, therefore, if it is desired to inaugurate a scheme in, say, July of the year 1930, provision for it must be made in the schedules for the budget year 1930-31, and the complete approved scheme must be before Government in July of the year 1929. The scheme should, therefore, be with the Director in full detail by April of the year 1929.

(Director of Public Instruction's Circular No. 36, dated the 3rd December 1926.)

98. Another misapprehension which is more or less general is to the effect that unless funds are available, it is not necessary to work out new schemes and submit them to the Director. It should be borne in mind that schemes should, when necessary, be prepared and submitted to the Director for examination whether or not they can be financed in any particular year or with reference to any particular budget.

(Director of Public Instruction's letter No. 2321-49AC—31B 19AC 27, dated the 19th April 1927.)

99. **Control over expenditure.**—The function of the Legislative Council under the new constitution is not only to vote the demands for grants put forward by the Local Government, but also to see to what extent the wishes of the Council, as expressed in voting the demands, are actually complied with. For this purpose an Audit and Appropriation Report is prepared by the Accountant-General and forwarded to the Local Government for presentation with the latter's comments to a Committee on Public Accounts appointed by the Council. The function of this Committee is to scrutinize this Audit and Appropriation Report, so as to satisfy itself that the money voted by the Council has been spent within the scope of the demand granted by the Council. It is also charged with the duty of bringing to the notice of the Council any irregularity in appropriation, e.g., expenditure in excess of the total demand granted by the Council or expenditure without proper sanction on an object for which no grant was made, obtaining, where necessary, an explanation from, and recommending disciplinary action against, the officer who is primarily responsible for controlling the expenditure in question. With a view to ensure this object, provision has been made in Rules 311 and 312 of the Bengal Financial Rules, requiring Departmental controlling officers, at whose disposal grants are placed, to keep a constant watch over the progress of expenditure under different units of appropriation and to obtain supplementary grants in case the original appropriations prove to be insufficient. They cannot exercise this responsibility unless up-to-date information about the progress of expenditure incurred by their subordinate officers is collected by them.

(Rules 311 and 312, Bengal Financial Rules.)

100. In order to fix this responsibility with regard to the expenditure under various heads, rules for the maintenance of accounts of expenditure in various offices were promulgated by Government in their resolution No. 9585F., dated the 5th September 1924, and to these rules a list of controlling officers in respect of the different budget heads was attached. The rules, which have been amended in the subsequent orders detailed below, should be carefully observed by all officers concerned :—

Circular Letter Nos. 4327-4400 F., dated the 4th April 1925.

Circular Letter Nos. 6797-6870 F., dated the 15th July 1925.

Circular Letter Nos. 9090-9242 F., dated the 14th September 1925.

Circular Letter Nos. 9889-9995 F., dated the 21st October 1925.

Circular Letter Nos. 10649-10683 F., dated the 5th November 1925.

Resolution No. 12081-F., dated the 10th December 1925.

Resolution No. 456T-F.-B., dated the 4th May 1926.

Circular Letter Nos. 1218-91 T.-F.-B., dated the 10th June 1926.

Circular Letter Nos. 3221-99-F.B., dated the 23rd June 1926.

Circular Letter Nos. 3797-3991-F.B., dated the 3rd August 1926.

Circular Letter Nos. 4273-4307-F.B., dated the 16th August 1926.

Circular Letter Nos. 6211-6245-F.B., dated the 27th September 1926.

Circular Letter Nos. 8019-8046-F.B., dated the 11th December 1926.

Circular Letter Nos. 1863-1906-F.B., dated the 5th April 1928.

(c) Accounts in Government Schools and Colleges.

101. **Responsibility for money.**—The Principal or Headmaster or other authority, as the case may be, is responsible for all Government or other money which may pass through his hands.

102. **Checking of accounts.**—All accounts, etc., of schools under their control should be checked by inspecting officers during their visits. For this purpose Inspectors are, at their discretion, authorized to take a clerk with them on tour.

NOTE.—The following Circular was issued by the Director on the 10th September 1925 in amplification of this rule :—

"* * * There is need for very close attention to the rules regarding the inspection of accounts as evidenced by several serious cases of misappropriation and malpractice which have recently come to light and which have been visited with appropriate penalties. The report submitted by the Audit Officer deputed to examine the accounts of certain educational institutions, has disclosed the fact that in almost every institution which he inspected he found that account rules and regulations were being violated and that financial irregularities were very common, chiefly, owing to the ignorance of financial rules and procedure on the part of the officers concerned and to the almost complete lack of proper inspection and supervision. A pamphlet containing account rules for the guidance of officers in the Education Department (reproduced as rule 103) has been issued and distributed to subordinate officers. The rules are designed to enable an officer to carry out the financial duties of his office with regularity and precision. It is not expected that inspecting officers should exercise the functions of a trained audit officer but it is expected that they should ensure that the general and essential rules of financial procedure are properly complied with and that they should see that their subordinate officers have a practical knowledge of financial rules and regulations. Headmasters of schools occupying posts in the Bengal Educational Service have not hesitated, in defence of their irregularities, to plead total ignorance of elementary financial rules. This must obviously be made impossible, and controlling officers must pay very special attention to the task of ensuring that

their subordinates are acquainted with financial rules. Regular supervision is also essential. The moral effect of regular supervision is considerable and it is my definite belief that the majority of the defalcations that have been detected would not have occurred if the defaulting clerks had not been encouraged to resort to malpractices by the lack of any practical knowledge of accounts procedure on the part of their controlling officers or by the absence of a proper system of control and supervision of accounts. Inspecting officers should make it a point to have the system of bill and accounts work in every office under them examined and overhauled, if necessary, and to institute a system of regular test checks of the accounts of different offices and institutions.

"I have to add that inspecting officers and other controlling officers are liable to be held responsible by Government for financial irregularities which may occur in offices directly under their control, of a nature which a proper system of supervision would obviously have detected or prevented, but which were not brought to an early close owing to the absence of such proper supervision."

. 103. **Account rules for the guidance of officers of the Education Department.**

[Approved in Education Department letter No. 1246Edn., dated the 4th April 1924.]

(1) **General Rules.**—All books of accounts and registers shall be substantially bound and paged before being brought into use and no accounts shall be prepared on loose sheets of paper or in loosely-bound volumes.

(2) Entries in the books of accounts and registers shall be made in ink. All corrections and alterations in accounts shall be neatly made in red ink and attested by the dated initials of the head of the office. All corrections and alterations in a voucher (i.e., receipt) shall be attested by the payee. Erasures and overwritings shall on no account be permitted in registers, statements, vouchers, bills or accounts of any description. If any correction is necessary, the incorrect figure or figures should be neatly scored out and the correct figures written above in red ink.

(3) The amount of each bill or voucher should be entered in words as well as figures, and care must be taken not to leave space for fraudulent alterations before or after the entry. The form for stating an amount in words should be—"Rupees only" "or Rupees annas and pies only," the written amount filling the whole space of the gaps.

(4) Printed form of vouchers in English should be adopted, but when the use of a vernacular voucher is unavoidable, a brief abstract should be endorsed in English under the signature of the preferring officer stating the amount, the name of the payee, and the nature of the payment.

(5) All receipts for sums in excess of Rs. 20 shall be stamped with a one-anna revenue stamp, unless they are for payment of money without consideration or on behalf of Government.

(6) The head of an office is responsible for all funds with which his office has to deal in the course of official business. All money received should be adjusted (i.e., entered into account) immediately on receipt. Such funds include :—

I. Trust Funds (for the administration and audit of which there are separate rules).

II. Establishment and contingent money.

III. Scholarship money.

IV. Fees, fines, etc.

V. Library and laboratory deposits (caution money).

VI. Athletic club subscriptions.

VII. Hostel fees.

VIII. Permanent advance.

(7) **Registers to be maintained.**—To record monetary transactions the following registers shall be opened :—

(1) General Cash Book.

This book shall have two sides, the receipt side and the expenditure side. For convenience the receipt side may have as many columns as there are heads of collections and for which separate subsidiary registers are maintained, from which the daily totals should be taken and entered in the cash book. The totals of the several columns on the receipt side of the cash book should be remitted to the treasury or bank for credit to Government or to the deposit account, as the case may be. There should be no balance in the hands of the head of the office except the permanent advance and any undisbursed pay, travelling allowance or scholarship money such amounts must in no case be included in the cash book and remitted to the treasury with other money, but undisbursed pay, etc., should ordinarily be refunded by short drawal in the next bill, if the payee does not present himself to receive it before the end of the month.

(2) Subsidiary Registers to Cash Book.

(*a*) Admission register for admission fees of new students.

(*b*) Collection book of fees, showing in different columns fees, arrear, current and advance, for all classes of students in the college or school.

(*c*) Registers of fines and miscellaneous collections with a column for remarks showing cuases of fines, etc., every item in this register shall be initialled by the head of the institution.

(*d*) Register of hostel fee collections.

(*e*) Register of students' deposits showing, in different columns, library, laboratory and workshop deposits.

(*f*) Register of athletic club subscriptions.

(3) Disbursement Registers.

(*i*) Acquittance rolls (1) for disbursement of salaries, and (2) for scholarships.

(*ii*) Contingent Register.

(*iii*) Bill Book of establishment containing office copies of the monthly establishment bills or any supplementary bills or travelling allowance bills of non-gazetted officers.

(*iv*) Scholarship bill book.

(8) **Disbursement of salaries, etc.**—All sums drawn on establishment bills for the payment of salaries shall ordinarily be disbursed on the same day and the payees' receipts with dates taken on the acquittance roll. Payment shall not be made to any person other than the payee, except on production of a written authority from the payee to receive it on his behalf. Before

payment the officer must satisfy himself as to the identity of the person authorized to receive payment. An illiterate person receiving payment shall make his mark, the fact of the payment being certified by the officer who pays. Any amount remaining undisbursed shall be kept by the head of the office for disbursement till the end of the month when it shall be refunded by short drawal in the next month's pay bill. Neither pay nor allowances shall, in any circumstances, be placed in deposit.

The head of an office is personally responsible for every salary drawn on a bill signed by him or on his behalf until it has been disbursed to the proper person.

It is not necessary to cash certain classes of bills and draw money on them from the treasury for subsequent remittance to the parties concerned. These bills which are specified in rule 107 should be paid by postal money-order in accordance with the procedure prescribed in rule 108.

(9) **Contingencies.**—Contingent charges are of three kinds :—

(A) Contract,

(B) Regular, and

(C) Special.

(A) *Contract.*

Contract contingent charges are those for which a lump sum is allotted annually within which the officers may incur expenditure, as necessity arises, without further sanction of any kind but which he may not exceed. The system of contract contingency grant applies to the following offices and institutions only :—

(*a*) Inspectors, Inspectresses, Assistant Inspectresses, and District and Subdivisional Inspectors of Schools ;

(*b*) Inspector of European Schools ;

(*c*) Colleges ;

(*d*) High Schools ;

(*e*) Victoria Boys' and Dow Hill Girls' Schools;

(*f*) Normal Schools ;

(*g*) Madrasahs ;

(*h*) Ahsanullah School of Engineering, Dacca ;

(*i*) Government Commercial Institute; and

(*j*) Government School of Art.

The following are the items on which contract contingency grants can be spent :—

(1) Petty construction and repairs to tents and boats.

(2) Country stationery—

The local purchase of ink and pencil erasers, ink-stands, ink, pins, gum bottles, etc., is prohibited as such articles are supplied by the Stationery Office. The Director of Public Instruction is however competent to sanction petty local purchase of stationery up to Rs. 20 in each case. But, as such local purchase renders inoperative the annual allotment fixed for supply of central stores and leads to waste, the power to sanction it should be exercised by the Director only in exceptional circumstances.

(3) Printing at private presses—

The inclusion of this item under contract contingencies does not remove the obligation to have all printing work done at the Government Press, except in very urgent cases or where it would be more economical to have the work executed locally. Estimates for printing work to be done in private presses should be submitted to the Superintendent, Bengal Government Press, for approval in the first instance.

(4) Hot and cold-weather charges—

Hot-weather charges include cost of waterpots, punkhas, punkha-wheels, punkha-frills, ropes, cane, wages to punkha-pullers, etc.

Cold-weather charges are incurred in Darjeeling only and include cost of fuel, etc.

(5) Tour charges—

Tour charges include hire of draught animals and carts, coolie-hire for conveyance of records and tents occasional messenger charges, etc.

(6) Purchase and repair of furniture.

(7) Service postage and telegram charges.*

(8) Office expenses and miscellaneous—

Under this head should be exhibited charges such as the following :—

Cloth for bundles, dusters, oil for lighting office, binding of books and registers, charges for conveyance of records, stationery and office furniture, gharry hire to non-gazetted ministerial staff (in special circumstances), coolie hire, purchase of railway time-tables and Bengali almanacs, charges for packing and unpacking case containing records, etc., cost of lanterns, padlocks, scales, and other petty contingent charges of an ordinary nature for which no separate heading is provided.

N.B.—A fixed consolidated grant† is placed at the disposal of each of the Governing Bodies of the Presidency College, Bengal Engineering College, Ahsanullah School of Engineering, the Victoria School for Boys and the Dow Hill School for Girls. The Governing Body is authorised to spend the grant irrespective of the estimated allotment under each head of charge comprising the consolidated grant provided that any excess under any one head is met from savings under another and that the total grant is not exceeded.

2. No portion of the grant can be spent on any new item involving additional recurring expenditure, or any novel or extraordinary expenditure.

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* *Note 1.*—A separate bill in special form A. G. B. No. 309A should be prepared for service postage stamps. The amount of the bill will be paid by transfer after which the stamps will be issued by the treasury officer.

Note 2.—Cash payment should not ordinarily be made for telegram charges. It will be sufficient if service postage stamps are affixed on the space provided on the telegraph form.

†The fixed consolidated grant system has been introduced in the Rajsahi College in terms of the Government order No. 682 Edn., dated the 27th February 1925.

3. Savings of the grant in any year are regranted in the budget of the second year following that in which the savings occurred.

4. Expenditure from the grant is shown in the account under proper heads, such as prizes, library, etc.

(B) *Regular.*

Regular contingencies are those which are incurred by disbursing officers as occasion arises, in accordance with fixed scales, without sanction of superior authority, subject to the existence of the necessary budget provision. The following charges are included under this head :—

(*a*) Liveries to peons,

(*b*) Boarding charges,

(*c*) Municipal rates and taxes,

(*d*) Office and ground rent,

(*e*) Rent of telephone lines.

(C) *Special.*

Special contingencies are those which cannot be incurred without the previous sanction of the controlling officer or of Government. Charges included under this head are as follows :—

(*a*) Purchase of models, and mathematical and other instruments,

(*b*) Purchase of type-writers and duplicators,

(*c*) Purchase of books, maps and other publications,

(*d*) Other items of large and unusual character.

(10) (*a*) **Special rules to be observed in incurring expenditure.**—Subject to any orders of the Local Government, or controlling authority, an officer is allowed to draw money from the treasury for contingent expenses incurred on the public service within the amount allotted to him.

(*b*) No salaries of any kind and no additions to pay may be charged as contingent expenditure. Fixed monthly allowances for contingent expenses in particular institutions which are drawn regularly, irrespective of the actual expenditure incurred in any month, are drawn in establishment bills.

Exceptions.—The following charges may be treated as contingent expenditure :—

(i) Hot-weather establishment.

(ii) Sweepers and other classes of menials which have been declared by the Local Government as ineligible for pension.

(*c*) All charges incurred must be paid and drawn at once and under no circumstances may they be allowed to stand over to be paid from the grant of another year. If possible expenditure may be postponed, but on no account may a charge be actually incurred in one year and thrown on the grant of another year.

No money shall be withdrawn from the treasury unless it is required for immediate disbursement. It is not permissible to draw money from the treasury to prevent the lapse of budget grants.

(*d*) Every public officer should exercise the same vigilance in respect to petty contingent expenses as he would do if spending his own money. An officer who has to draw money by presenting a bill at the treasury must see that the voucher is in order, that the money is either required for immediate disbursement or has already been paid from the permanent advance, that the expenditure is within the available grant, and that in the case of contract contingencies the proposed expenditure does not cause any excess over the contract grant.

(*e*) A register shall be maintained in each office to record contingent expenditure in the form prescribed by the Accountant-General and to be obtained from the Forms Office. It will be convenient if a separate register is kept for each class of contingent charges.

(*f*) As an officer (head clerk, or office cashier as the case may be) pays away any money, he will enter in the contingent register, the date, name of payee, the number of sub-vouchers in support of the charge, and the amount paid ; the head of the office shall enter his initials against each item.

(*g*) In the case of contract contingencies sub-vouchers in excess of Rs. 25 shall be retained, after they have been definitely and clearly cancelled by the head of the office, in a guard book in the office where they will be kept for three years and then destroyed. In the case of other contingencies which are drawn on fully-vouched bills, sub-vouchers for all sums above Rs. 25 shall be furnished with the bills. Sub-vouchers for sums not exceeding Rs. 25 shall be destroyed or so defaced that they cannot be used again.

(*h*) The expenditure included in the contingent register shall be met from the permanent advance for which the head of the office is responsible to the Accountant-General. The advance is intended to provide, on the responsibility of the officer entrusted with it, for emergent petty expenses of all kinds, though it is seldom that it will be needed for other than contingent charges.

(*i*) A bill should be drawn and presented at the treasury when the permanent advance begins to run short and in any case at the end of each month or when a transfer of office takes place.

(*j*) It will appear from rule (*h*) above that all contingent expenditure shall, in the first instance, be incurred from the permanent advance and then recouped by encashment of bills supported by the necessary sub-vouchers from the treasury. Whenever an expenditure has to be incurred which is in excess of the permanent advance, it should be charged in the register and included in the contingent bills.

(*k*) For each class of contingent charges there is a separate bill form. Whenever it is necessary to draw money for contingent expenses from the treasury a red ink line shall be ruled across the page of the register or *registers, the several columns added up and the totals posted in a separate bill for each class of contingent expenditure. The bill with the sub-voucher and register shall be examined by the head of the office, the entries being carefully scrutinised and the bill signed. Before the bill is signed, the drawing officer should see that the amount of the bill is written both in figures and words and that it agrees with that shown in the contingent register. The signed bill will then be numbered and dated and presented at the treasury for payment.

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*A. G. B. From No. 277—Register of regular contingent charges.

A. G. B. From No. 278—Register of contract charges.

(*k*) The heads of contingent expenditure are generally printed in the forms used for registers and bills and it will be sufficient if the totals from the contingent-register are posted against the printed heads in the bill. If the heads are not printed they will be entered in manuscript and the totals posted against them. In the case, however, of expenditure requiring explanation, full details of the charges should be entered in the bills except when these are given in the sub-vouchers sent to the Audit Office.

(14) **Tour advances.**—Advances may be drawn by a touring officer for himself or his assistant proceeding on tour up to an amount sufficient to cover his tour charges for a month, subject to adjustment upon his return to headquarters, or on 31st March, whichever is earlier.

(*a*) The intention of the above rule is that advances may be made for meeting the tour charges of an officer himself or his assistant. The tour charges include contingent expenses of establishments accompanying an officer on tour but no portion of this advance can be utilised for meeting travelling expenses of gazetted officers.

(*b*) The advance is to be drawn only where the permanent advance proves inadequate for meeting the tour expenses.

(*c*) The advance should be accounted for as soon as the officer returns to headquarters or on 31st March, whichever is earlier.

(*d*) These advances should be treated as final charges and accounted for as contingent charges or travelling expenses of establishment and not as advances recoverable.

(*e*) The advance should be drawn from the treasury on bills signed by the head of the office.

(*f*) The advance for contingent expenses should be drawn on a contingent bill and should be accounted for by submission of detailed accounts supported by requisite sub-vouchers to the audit office. Any amount remaining undisbursed at the end of the particular tour or on 31st March should be refunded into the treasury at once and a copy of the chalan in support of the credit should be submitted along with the detailed account mentioned above. It will not be necessary in this case to present a contingent bill to the treasury for recoupment of the advance.

(*g*) The advance for travelling expenses of establishments accompanying an officer on tour may be drawn either on a simple receipt or on a travelling allowance bill form without details. The amount of advance in such cases should be just sufficient to cover the expenses of the particular journey and must not exceed on any account the amount of travelling allowance admissible under the rules.

(*h*) As soon as an amount is advanced for travelling expenses the receipt of the payee should be taken in the acquittance roll for the amount thus advanced.

(*i*) In the case of amount advanced for travelling expenses the following contingency may arise :—

(*1*) The amount advanced may be equal to that admissible under the rules for travelling allowance.

(*2*) The amount advanced may be less than that admissible under the rules.

(*3*) The amount advanced may exceed the amount admissible under the rules.

In the case of (*1*) above, it will be sufficient if a detailed travelling allowance bill duly countersigned by the controlling officer is submitted to the audit office in support of the amount advanced.

In the case of (*2*) above, a bill for the entire amount admissible under the rules should be drawn up in the first instance; from this the amount advanced should be deducted giving a reference to the number and date of the bill in which the advance was originally drawn for the information of the audit office. The net amount of the bill should then be drawn from the treasury after the bill has been duly countersigned by the controlling authority. The amount when received from the treasury should be disbursed to the payee and his receipt taken in the acquittance roll for the net amount paid to him. In the case of (*3*) above, which contingency can never occur if the head of the office takes proper precaution, the excess amount should be recovered in cash and refunded into treasury. A copy of the chalan should be forwarded in this case too along with the detailed account, *vide* rule (*f*) above.

(12) **Scholarships.**—Scholarship bills should be drawn separately for each class of scholars, viz., Senior, Junior, Mohsin and others, and should be for all the scholarship holders on the rolls of the institution. The amounts drawn for the payment of scholarships should be treated in the same way as salaries, *vide* rule (8) above.

Bills for scholarships payable from trust funds shall not be presented to the treasury for payment but shall be submitted to the administrator for payment. If, however, the head of the institution is himself the administrator he shall make the payment from the amount held by him in the Post Office Savings Bank.

(13) **Donations.**—Donations from private persons as private scholarships should be credited into the treasury in favour of Government and the scholarships payable therefrom drawn from the treasury on separate bills quoting the authority for the award of such scholarships, and the date and amount of credit to enable the Accountant-General to audit the charge.

(14) **Fees and fines.**—All fees, fines, etc., shall be credited daily to Government, the chalans with which such amounts are remitted to the bank or treasury describing fully the nature of the receipts. In the case of institutions which are situated at considerable distance from a treasury or bank, collections shall be made only on dates to be specified beforehand, and all money collected on such dates remitted on the same day to the treasury or bank. The chalans shall be submitted in duplicate. One copy shall be retained by the treasury or bank and the other duly receipted by the treasury officials returned to the officer presenting the money. The latter shall be preserved as a record in the office.

(15) **Deposits.**—All money received from students such as library, laboratory and workshop deposits, shall, with the previous consent of the Accountant-General, where necessary, be held in a deposit account at the treasury or bank, a personal ledger account being opened for the purpose by the head of the institution. In case any part of such money is forfeited to Government it shall immediately be withdrawn from such deposit account and credited to Government. In such a case no cash transaction need take place, but the bill or cheque on which the amount is withdrawn from the deposit account should be paid by transfer to the credit of Government at the treasury or bank. A note of these forfeitures may be kept against the original entry in the fine

registers in red ink with the remark that the amount has been paid by transfer to the credit of Government. This will be included in the total to be entered in the cash book.

(16) **Hostels.**—In all cases where hostels are managed as Government institutions, the receipts, unless there are special Government orders sanctioning a different procedure, shall be credited to Government and the charges drawn from the treasury like other educational charges. The receipts and charges shall be included in the departmental budget estimates.

(17) **Athletic club subscriptions.**—Athletic club subscriptions should be entered in a separate book and the money deposited in an account opened for the purpose in the Post Office Savings Bank in the official name of the head of the institution.

104. Model Rules for the management of Private Funds in Government Institutions.

[Approved in Goverment order No. 1371 Edn., dated the 27th March 1929]

(1) Private funds are of two kinds—

(*i*) Compulsory.

(*ii*) Voluntary.

(2) Subscriptions to private funds are levied by the Governing Bodies of Government Colleges and the Managing Committees of Government Schools entirely on their own responsibility. All students must contribute to the compulsory funds.

(3) There are three compulsory funds—

(*i*) the athletic club fund.

(*ii*) the common room fund.

(*iii*) the Magazine fund.

No additional compulsory private fund shall be opened in any institution.

(4) The total contributions to the compulsory funds which may be levied annually may not in any circumstances exceed the monthly fee for instruction.

(5) There shall be ordinarily one voluntary fund, viz., the Poor Fund. No additional voluntary private fund shall be opened or continued in any institution without the previous written permission of the Principal or the Inspector or Inspectress of Schools, who will refuse permission unless satisfied that the fund is desirable and necessary.

(6) The primary object of a poor fund is to afford financial assistance to poor and deserving students for the prosecution of their studies. Such assistance shall be either in the shape of monthly grants towards school fees or boarding charges, or lump grants for the purchase of text-books, for medical expenses, for payment of examination fees, etc. All such help should be given on the usual conditions of satisfactory progress, good conduct and regular attendance. The benefits of the poor fund shall be confined to students reading in the institution.

(7) Subscriptions and donations from the public and old students may also be received on account of voluntary funds.

(8) For the purpose of collecting subscriptions for all private funds in school, each class teacher shall approve of a collector from among the members of his class. These class collectors will selet one of their members to work as Secretary. The funds shall be administered by a Committee consisting of the head of the institution or a member of the teaching staff nominated by him, the Secretary and two of the class collectors elected by them from amongst their members. In the case of the poor fund the teaching staff shall be represented on the Committee in equal number to the students. There will be a separate committee for each fund.

(9) The head of the institution shall normally be President and Treasurer though in special cases he may nominate a member of the staff in his place.

(10) In colleges as in schools there shall be a Managing Committee for each fund. Each class (first year, second year, etc.) shall elect one or more collectors for the purpose of collecting subscriptions. The Managing Committee shall consit of—

(*i*) the head of the institution or a member of the staff nominated by him ;

(*ii*) the Secretary of the corresponding interest, e.g., the athletic club Secretary in the case of the athletic fund, the common room Secretary in the case of the common room fund, etc., and

(*iii*) two other members to be elected by the collectors from amongst their members. The head of the institution or a member of the staff nominated by him shall be the President of the Committee. The Managing Committee so formed will elect its Secretary and Treasurer.

(11) Subscriptions shall be collected by class collectors (except in the lower classes of schools where the work of collection may be entrusted to the class teachers) who will grant a receipt to the subscribers. In the case of compulsory funds these subscriptions must be paid before the 10th of the month. A fine of 10 per cent. of the sum due per day estimated to the nearest anna will be charged for the late payment of each compulsory subscriptions after the due date. All collections shall be made over on the day of collection to the Treasurer who will credit the same to the Savings Bank Account opened in the nearest Post Office in his own name as the Treasurer of the Fund, on the day of receipt.

(12) Subsidiary Collection Books showing the daily collections with the collectors' initials shall be maintained by the class collectors. An abstract Collection Book shall be maintained by the Secretary which shall be submitted to the Treasurer each day on which collections have been made for his initials after check.

(13) All payments from a fund shall be authorised by the Committee and made by the President and Treasurer in the case of schools, and the Treasurer in the case of colleges. Whenever a payment in necessary the amount required shall be withdrawn from the Savings Bank. Amounts remaining undisbursed for more than four days shall be refunded to the Savings Bank Account.

(14) Proper accounts should be maintained of the receipts and disbursements appertaining to these funds. Receipts should be given for all subscriptions and donations. The expenditure on account of printing the receipts and purchasing account books should be met from the respective funds.

(15) An account should be opened in respect of each fund in which will be deposited the fees realised from the pupils as well as subscriptions and other receipts realised in connection with the fund. The Treasurer for each fund shall keep the accounts.

(16) Accounts of expenditure should be properly maintained vouchers being preserved. All vouchers below Rs. 10 may be destroyed after the accounts have been audited by the Managing Committee of the school and examined by the Inspector of Schools at the time of his inspection.

(17) In schools, the head of the institution, or any officer deputed by him, shall examine the Collection Book and the Expenditure Register once a month and finally pass the accounts under his intials.

(18) In colleges, the Collection Book and the Expenditure Register for each fund shall be placed before the Managing Committee of the fund for inspection at each meeting. An annual meeting of the subscribers to each fund shall be held once a year at which a report on the working of the fund shall be given.

(19) In schools, the accounts shall be audited annually by a member of the staff other than the President, selected for the purpose by the head of the institution. The audit report shall be submitted to the Managing Committee of the school. The accounts shall also be checked and reported on by the inspecting officer at the time of his inspection of the school.

(20) In colleges, the accounts shall be audited half-yearly by an officer nominated by the Principal and presented to the Managing Committee for approval.

(21) Savings accruing from a fund shall not be spent for purposes other than those for which the fund is created without the consent of the Committee administering the fund as well as the Managing Committee of the school, or the Principal of the college. Savings in the poor fund shall in no circumstances be spent on any other object.

(22) The Committee of Management of each compulsory fund shall frame a budget of probable expenses under various heads at the beginning of the year which in the case of schools shall be submitted to the Managing Committee of the school for approval. Expenditure may then be incurred in accordance with the approved budget without further sanction.

(23) Additional rules governing any private fund may be made by the Managing Committee of the Fund provided that they shall only be subsidiary to these general rules.

105. **Examination in account rules and practice.**—The institution of a Departmental examination for educational officers in account rules and practice was sanctioned in Government order No. 2127T.—Edn., dated the 21st October 1927. The examination will be conducted departmentally, the Director being required to arrange for the examination of Divisional Inspectors, Inspectresses and Assistant Inspectresses in Calcutta, while all other officers will be examined at the headquarters offices of the Inspectors of Schools. Officers who are required to pass the examination will be allowed travelling allowance in accordance with Subsidiary Rule 127. There will be one examiner for all the centres who will set and correct the papers. He will receive Rs. 40 for each paper he sets and twelve annas for each paper he corrects. The cost of stationery that may be required has been fixed at Rs. 25 for all centres. No remuneration should be paid to the clerks and menials who may be employed in connection with the examination.

106. The rules sanctioned by Government for this Departmental examination are as follows :—

(1) The following officers shall be required to pass the examination within two years from the date of their appointment to the posts mentioned, or in the case of officers already employed in the posts, from the date of the promulgation of these rules :—

(*i*) All Assistant Headmasters of Government High Schools.

(*ii*) All Assistant Headmistresses of Government High Schools for Girls.

(*iii*) Subdivisional Inspectors of Schools.

(*iv*) Divisional Inspectors and Inspectresses of Schools, except Indian Educational Service Officers.

(*v*) Assistant Inspectresses of Schools.

(*vi*) Assistant Head masters or Assistant Superintendents of Training or Normal Schools.

(*vii*) Head Mistresses of Vernacular Training Schools for Women.

(G. O. No. 939 T.—Edn., dated the 19th September 1932.)

(*viii*) Assistant Inspectors of Schools for Muhammadan Education.

(G. O. No. 872Edn., dated the 4th March 1935.)

(G. O. No. 4373Edn., dated the 25th November 1930.)

All direct recruits to the posts of Headmasters, Headmistresses of Government High Schools, District Inspectors, Assistant Inspectresses and Second Inspectors of Schools shall be required to pass the examination within two years of their appointment. Failure to pass the examination within the prescribed period will entail stoppage of promotion and increments of pay. Officers other than those mentioned above may, with the approval of the Director, sit for the examination.

(2) The examination will be held under the control of the Department and in the case of officers other than Divisional Inspectors and Inspectresses and Assistant Inspectresses of Schools will be conducted by the Inspectors of Schools, or by any other officers selected by the Director at the Divisional headquarters offices. The Director will arrange for the examination of Divisional Inspectors, Inspectresses and Assistant Inspectresses of Schools in Calcutta. The examination will be held in June each year and will be concluded in one day.

(3) No fees will be charged from the officers appearing at the examination.

(4) The subjects for the examination will include—

(*a*) **Account Rules for the guidance of Educational Officers.**—The whole.

(*b*) **Bengal Audit Manual.**—Omitting paragraphs 1, 3-18, 20, 31, 41, Notes (*a*) to (*h*) under 57, 64-83, Notes under 84, 85, 91, 95 (only entry No. 26 should be read), 95A, 105, 111, 115, 116A (excepting so far as it relates to Education), 120-26, 126A, 128, 128A, 132-33, 141, 143-88, 195-97 (197A should be read), 198-302, 311, 315-71, 373-84, 386-88, 390-511. Of paragraph 114 only items 14, 25, 26, 27, 28, 29, 32 and 33 should be read and of the Appendices A, E, F, K (item 8), and T so far as they relate to Education.

(c) **Bengal Financial Rules.**—Omitting rules 12-22, 28 (excepting so far as it relates to Education), 29, 35-39, 42-44, 55, 56, 59-66, 69-73, 101-106, 110-54, 157-310, 319-23, 327, 329, 332-46, Appendices 1, 4-6, 8, 11 (of Appendix 7 only the Education portion should be read).

Treasury orders.—Omitting rules 4-6, 9-11 (excepting 9A), 13, 20, 25, 26 and 29, Appendix 1 (Education portion should be read).

Subsidiary Rules.—Omitting rules 1-5, 8, 11, 13-16, 17-29, 37-39, 42, 56, 64-80, 82-102, 105, 106, 109, 110 and 122.

(*d*) **Fundamental and Subsidiary Rules.**—Candidates should read Chapters II to VIII, X (omitting section VI) and XI, with the Subsidiary Rules made under these chapters so far as they are applicable to the Education Department. Appendices 4 to 8, 11, 12, 14 to 17 and the Delegation Chapter so far as they relate to the Education Department should also be read.

(*e*) Two papers will be set, one to test the knowledge of the rules and the other the practical knowledge of drawing up and checking bills and keeping registers. Candidates will be allowed to refer to books in answering both the papers.

(*f*) The maximum number of marks assigned to each paper and the minimum number required for passing is 100 and 60, respectively.

(*g*) If a candidate at the Departmental Examination for Educational Officers in Account Rules and Practice fails to pass in one paper of the examination, he will be required to take that paper only in the next examination and if he fails a second time to pass in that paper he will be required to take both the papers in the subsequent examination.

(G. O. No. 824Edn., dated the 7th March 1931.)

(d) Payment of certain educational bills by postal money orders.

107. **Payment of educational bills by postal money orders.** The following classes of bills should be paid by postal money-order, the cost of money-order commission being met from the contract contingent grant :—

(1) Salary, travelling allowance and contingent bills of Sub-Inspectors posted at stations distant from district and subdivisional treasuries.

(2) Middle and Primary scholarships tenable in outlying schools situated at a distance from district or subdivisional treasuries and stipends and scholarships of *tols* and madrasahs similarly situated.

(3) Middle and Primary scholarships tenable in girls' schools.

(4) Salary, stipend and contingent bills of Middle and Primary schools, *guru*-training schools, and other institutions situated at a distance from district and subdivisional treasuries.

(5) Rewards to ex-pupils of the Hazaribagh Reformatory School.

NOTE.—Government Middle schools which are situated at considerable distances from district or subdivisional treasuries may, after obtaining the special permission of the Divisional Inspector, remit their fee collections by money-order. The bills on this account are payable after the usual countersignature.

108. The following procedure has been prescribed for the payment of these bills by postal money-order :—

The bills, together with money-order forms duly filled in, are presented at the treasury or a sub-treasury of the district within which payment will be made The Treasury Officer then forwards the money-order for issue to the post office with a certificate stating that the amount, including commission,

has been credited to the post office in the treasury accounts. Bills which require the countersignature of the Inspector are returned to the District Inspector for payment.

(e) Security Bonds and Securities.

109. **General Rules.**—The general rule governing the taking of security bonds or securities from ministerial or non-gazetted officers is that every officer through whose hands public money passes is required to furnish security which should, as a rule, be 10 per cent. in excess of the maximum amount likely to be in his custody at one time. The security of officers of 20 years' pensionable service or upwards may, however, be diminished by a sum calculated on their monthly pay, multiplied by 25, with the proviso that the security will in no case be diminished by more than one-half.

110. Headmasters and Headmistresses of Government schools, who are in receipt of a salary of Rs. 100 a month and over, are not required to furnish security. Headmasters and Headmistresses whose pay is less than Rs. 100 a month are required to furnish security to the extent of Rs. 300 and to execute a security bond in either of the prescribed forms (vide Appendices A and B of the Board's Miscellaneous Rules, 1918), according as the security is deposited wholly or by instalments. Payment by instalments may be allowed at the discretion of the controlling officer. The Director is authorized to diminish the amount of security in case the sum of Rs. 300 appears excessive. (The rules governing the form in which security should be furnished will be found in article 117 of the Board's Miscellaneous Rules, 1918.)

111. Head Clerks, Librarians and Accountants are ordinarily required only to execute a security bond for good and honest conduct in the sum of Rs. 250, no actual money deposit being required (vide rule 126 of the Board's Miscellaneous Rules, 1918). The forms of the bond to be used under this rule are given in Appendices C, D and E of the Board's Miscellaneous Rules.

NOTE—(1) For the following officers however, the amounts opposite their names have been fixed:—

Head Clerk, Hooghly College, Rs. 440.

Head Clerk, Rajshahi College, Rs. 495.

Head Clerk, Krishnagar College, Rs. 330.

Head Clerk, Chittagong College, Rs. 275.

Cashier, Bengal Engineering College, Sibpur, Rs. 2,500.

Cashier, Presidency College, Rs. 5,000.

(II) In place of the Security bonds from Head Clerks, Librarians and Accountants, "Fidelity Bonds" may be accepted if issued by—

(Rule 40, Bengal Financial Rules.)

(*a*) the Clive Insurance Co., Ltd., represented by Messrs. Gillanders, Arbuthnot & Co., of 8, Clive Street, Calcutta;

(*b*) the National Indian Life Assurance Co., Ltd., of 6 and 7, Clive Street, Calcutta; and

(*c*) the Generel, Accident, Fire and Life Assurance Corporation, Ltd., of 112-1,4 Churgh Gate Street, Bombay.

Particulars of these bonds and the proposal and declaration forms may be had of the respective companies on application. They cannot be accepted in lien of the deposit of cash, or Government securities, where such deposit is demanded, as in rule 109.

112. A statement of all securities taken should be maintained in the office of each controlling officer and kept regularly up-to-date.

113. Security bonds executed by non-gazetted officers are exempted from payment of stamp duty and registration fees.

(f) Contracts and tenders.

114. The following principles are laid down for the guidance of all officers who have to enter into contracts or agreements :—

(1) The terms of a contract must be precise and definite, and there must be no room for ambiguity or misconstruction therein.

(2) As far as possible, legal and financial advice should be taken in the drafting of contracts and before they are finally entered into.

(3) Standard forms of contracts should be adopted wherever possible, the terms to be subject to adequate prior scrutiny.

(4) The terms of a contract once entered into should not be materially varied without the previous consent of the competent financial authority.

(5) No contract involving an uncertain or indefinite liability or any condition of an unusual character should be entered into without the previous consent of competent financial authority.

(6) Whenever practicable and advantageous contracts should be placed only after tenders have been openly invited, and in cases where the lowest tender is not accepted, reasons should be recorded.

NOTE 1.—Tenders should invariably be invited for the supply of articles worth Rs. 250 or more. Administrative Departments may prescribe a lower limit than Rs. 250 where they consider this to be necessary.

NOTE 2.—It will be the duty of inspecting officers to subject to close scrutiny the facts of any case in which a tender is rejected in favour of a tender which, on the face of it, is less favourable to the tax-payers' interest.

(7) In selecting the tender to be accepted the financial status of the individuals and firms tendering must be taken into consideration in addition to all other relevant factors.

(8) Even in cases where a formal written contract is not made, no order for supplies, etc., should be placed without at least a written agreement as to price.

(9) Provision must be made in contracts for safeguarding Government property entrusted to a contractor.

(10) The Auditor-General and, under his direction, other audit authorities have power to examine contracts and to bring before the Public Accounts Committee any case where competitive tenders have not been sought or high tenders have been accepted or where other irregularities have come to light.

115. Administrative Departments are required to see that any detailed rules and regulations on this subject in departmental manuals or codes are kept in conformity with the above principles.

(Finance Department No. 1568F., dated the 10th April 1930.)

Section III.—Correspondence, Gazette notifications, indents and reports and returns.

(a) Correspondence.

116. **Letters to Departmental Superiors.**—All official communications from a subordinate officer of the Department to his controlling officer or to the Director must be addressed through his immediate superior.

117. No letter to a Departmental superior should take the form of an endorsement, except when a particular paper has been called for and is being forwarded.

NOTE—As a corollary to this rule, all reports should be self-contained, i.e., a report should not consist merely of an enclosure and comments thereon but should give in itself a complete account of the matter on which a report has been called for. Enclosures should only be sent when this course is desirable or unavoidable.

118. **Lengthly reports, etc.**—When important and lengthly reports, letters, and other documents are submitted to the Director they should invariably be submitted in *duplicate* so as to minimize time and labour in the submission of such reports, etc., to Government or other authority.

119. Every case requiring action, which is reported to a superior officer, should be accompanied by a definite recommendation from the forwarding officer.

120. **Proceedings of meetings, conferences, etc.**—Copies of proceedings of meetings, conferences, etc., as well as of inspection reports, when submitted to the Director, should be submitted for information and not, as is sometimes done, for approval. If it is desired that the Director should take action on any point or points which may have come up for discussion he should be separately addressed on the different points at issue and the points on which it is proposed to address him should be clearly indicated when copies of the proceedings or inspection reports are submitted to him.

121. Whenever the Director is addressed under the preceding rule, the proposals should be carefully scrutinized with reference to the rules of the Department before submission to the Director for orders. In all cases the forwarding officer will record his own opinion and should submit a complete statement of the grounds on which the proposal is made.

122. **Reminders.**—No reminders should be sent by a subordinate officer except in special cases and after the lapse of a reasonable time. Any such reminder should be in the following form :—

"I have the honour to enquire whether any orders have been passed on my letter No. of , regarding ".

123. **Demi-official correspondence.**—No reference to demi-official correspondence should be made in official letters. All demi-official correspondence should be treated as urgent.

124. **Requests for sanction to proposals.**—When sanction is sought to any proposal or expenditure under any rule or special order, the rule or order should be quoted in applying for such sanction.

125. **Proposals contrary to existing rules.**—When a proposal which is contrary to existing practice, rules or order is made, this fact should be specially mentioned in the letter, together with the reasons for the suggested deviation.

126. **Bills and returns.**—It is unnecessary to sent any covering letters with bills and returns.

127. **References to previous correspondence.**—References to previous correspondence should always be given when an old proposal is renewed.

128. **File and issue numbers.**—The file number of a letter issued should always be given below the issue number, and in reply to any letter so numbered the file number should be quoted in the reply as well as the issue number.

129. **Reference to different subjects in one letter.**—Reference to different subjects should not be included in one communication.

130. **Communications from students and pupils.**—Any communication received from any student or pupil of an educational institution which has not been sent through the head of that institution should at once be returned through the Principal or Headmaster who will treat the case as a breach of discipline. Communications received from parents or guardians must invariably receive consideration.

(Director of Public Instruction's Circular No. 58, dated the 25th March 1916.)

131. **Seditious and other objectionable literature.**—(Director of Public Instruction's Circular No. 3C., dated 9th June 1916.) With a view to prevent the dissemination among students or pupils through the post of seditious and other objectionable pamphlets, etc., the procedure described below should be followed :—

(1) A locked box, with a slit of suitable dimensions in the lid and so constructed that no letter can be extracted therefrom, should be placed in the office of the institution, and unregistered postal matter addressed generally or by name to the students of the institution should not be delivered either at the institution or at its hostels otherwise than by depositing it in the box. The key of the box should remain in the possession of the person responsible for opening it. Where possible, the authorities of the institution should send the box to the post office by some reliable person, who will see the letters, etc., placed in it by the postmaster. Where this is not possible, written instruction should be given to the post office regarding the time and mode of delivery at the institution, and the head of the institution or a responsible member of the staff deputed by him should be near the letter-box at the time of delivery. Any cases in which the postal peons deliver letters otherwise than in accordance with their instructions should be at once reported to the postal authorities.

(2) The head of the institution or other members of the staff authorized in this behalf will open the letter-box and examine the contents. Articles addressed to the students generally and not to any student by name will be opened and examined, and the covers of articles addressed by name will be scrutinized and will be opened and their contents examined, if they appear to contain objectionable circulars or letters. Unobjectionable matter will be made over to the addressees, but if the contents prove to be of an objectionable nature (e.g., if they consist of periodicals and other documents, whether in manuscript or print, containing incitements to murder, voilence or disaffection, or seditious teaching or obscene writings of any kind), they should at once be made over to the nearest police officer with a statement of the circumstances. Reports should at the same time be sent to the Magistrate or Subdivisional Officer and to the educational officer having authoritty to inspect the institution. All advertisements for cures of venereal diseases should be promptly destroyed.

(3) The same arrangements will be made during holidays and vacations, a member of the staff being deputed to take delivery of letters.

132. **References to Law Officers of Government.**—(Demi-official No. 41T.-Edn., dated 1st June 1918.) The following rules have been prescribed to regulate references by the Director to the Legal Remembrancer and to the Government Solicitor :—

(1) The Director should consult the Government Solicitor direct about deeds and agreements. He should, however, consult the Legal Remembrancer in all other cases, leaving it to the Legal Remembrancer to refer them, when necessary, to the Government Solicitor. Such references to the Legal Remembrancer should ordinarily be made direct, but when rules or orders issued by Government are in question, the reference should be made through the department of Government concerned.

(2) References to the Legal Remembrancer should ordinarily be made unofficially, the papers about the case being sent with the reference.

(b) Gazette Notifications and Notices.

133. **Notifications.**—Orders affecting the appointment, leave, promotion, transfer, etc., of non-gazetted officers of all classes in the Educational Service (i.e., of officers below the Bengal Educational Service) will not be notified in the *Calcutta Gazette*.

(Government Order No. 3766Edn., dated the 29th December 1923.)

134. **Notices.**—The following is a list of educational officers authorized to publish notices in the *Calcutta Gazette* without reference to higher authority. (See also paragraph 150) :—

Serial No.	Designation of officer.	Kinds of notices.
1	The Director	All kinds.
2	Inspectors	(1) Notices of vacancies in the Subordinate Educational Service. (2) Notices regarding the award of Primary Final and Middle scholarships. (3) Notices regarding dates of scholarships and other Departmental examinations, and the results of such examinations.
3	Principals of Government Colleges, and Principal, Ahsanullah School of Engineering, Dacca.	(1) Notices regarding opening of sessions. (2) Notices regarding vacancies for students.
4	Secretary to the Calcutta Sanskrit Association.	Notices with reference to recognized examinations held under the control of the Association.
5	Inspectresses of Schools ..	(1) Notices regarding award of Primary Final and Middle Scholarships. (2) Notices regarding dates of scholarships and other Departmental Examinations and the results of such examinations.
6	Principals of Government Training Colleges.	Notices regarding dates of Departmental Examinations and the results of such examinations.

NOTE.—(1) Educational officers supplied with the *Calcutta Gazette* should preserve Parts I, II, III and VI and the Supplement permanently. The remaining parts may be destroyed.

(c) Indents and Printing.

(i) Indents for froms.

135. **Submission of indents.**—Indents for all standard educational forms must be forwarded to the Press and Forms Manager on the prescribed dates and in accordance with the rules for the guidance of indenting officers in regard to indents and the custody and issue, etc., of forms (*vide* Appendix F and Chapter X, respectively, of the Bengal Forms Manual, 1927) by officers empowered to indent. An explanation should invariably be given for any delay in submitting indents.

Note.—The indent for demi-official papers and demi-official envelopes are to be submitted in Bengal Form No. 71A. This form is to be obtained from the Press and Forms Manager, along with the indent of Bengal Routine forms and envelopes.

136. **Officers empowered to indent.**—The Director, all controlling officers immediately subordinate to him, the Head Master, Training School, Calcutta, and the Head Mistress, Hindu Female Training Institute, Calcutta, are empowered to submit indents for standard forms direct to the Press and Forms Manager, Bengal.

Other officers should submit their indents to the officers to whom they are immediately subordinate who will submit them to the Director for transmission to the Press and Forms Manager.

Note.—Head Masters of Government High English and Zilla Schools submit their indents for forms to the Forms Department through the Director of Public Instruction, but the indents are countersigned by the Divisional Inspectors, Inspectresses of Schools, or Principals, as the case may be, as well as by the Director of Public Instruction, Bengal.

137. **Non-standard forms.**—The Director, the Inspector of Schools, Presidency Division, the Secretary of the Calcutta Sanskrit Association, and the Principals of the Bengal Engineering College, Hooghly College, Presidency College, Calcutta Madrasah and Government School of Art, are empowered to submit indents for non-standard forms which have been approved by Government direct to the Press and Forms Manager, and they may also make any alterations or modifications in such forms only, however, at the time that the annual indents are submitted.

138. No new non-standard forms may be introduced except with the sanction of Government to obtain which the Director should be addressed by officers subordinate to him. Proposal for the introduction of new non-standard forms should be very sparingly made and will not be submitted to Government unless their necessity is fully and clearly established. In no case will sanction be applied for, or given, for the introduction of special forms for routine work, such as letter, memorandum or reminder forms, note sheets or order forms, etc.

(ii) Indents for Stationery.

139. **Book credit for stationery.**—A book cash credit is placed by Government at the disposal of all indenting officers. This credit is renewed and, if necessary, revised every three years, and indenting officers are supplied with stationery up to the limit of the credit allotted to them. The officers who are entitled to indent direct on the Controller of Printing, Stationery and Stamps, and those whose indents must be submitted through controlling officers, are as detailed in rule 141.

140. **Preparation, etc., of indents.**—The following rules have been prescribed for the guidance of educational officers in the preparation of their indents and the receipts and check of supplies :—

(1) Indents should be made in proper form (Form 1 for Annual and Form 1A for supplemental indents) which may be obtained from the office of the Controller of Printing, Stationery and Stamps, India, located in Calcutta.

(2) Only one copy of the indent should be submitted to the Controller or the Consolidating Officer, as the case may be.

(3) In preparing the indents, special care should be taken to show correct figures, particularly with regard to the number of persons to whom stationery is to be supplied, *viz.*, the number of gazetted officers, the number of clerks, the number of teachers, and the number of inferior staff using stationery. The columns on the front page of indents may accordingly be changed for this purpose.

(4) Indenting officer should frame indents on the basis of actual consumption, modified by their knowledge of actual requirements and the possibility of effecting economy. In some cases there exist standard scales for the consumption of particular articles and these should be utilised as guides, but the absolute limit to be observed is the extent of the credit available. A catalogue is issued annually by the Controller of Stationery giving the description and prices of all articles stocked for the guidance of indenting officers. As unforeseen demands may arise in the course of the year, indenting officers should keep a small reserve in hand for the purpose.

(5) Each consolidating officer shall, upon receipt of the annual indents of the officers who are required to submit their indents through him, scrutinise each demand.

(*a*) By checking the number of persons using stationery according to the scale prescribed. In case of all durable articles for which a fixed scale is prescribed, the demand shall be justified by explanations supported by a certificate from a responsible officer that the articles are actually required and that renewal has not been necessitated by any want of care, etc.

(*b*) By comparison with the amount of the credit at the disposal of the indenting officer.

(6) It has been found that the demands of different offices do not vary in proportion to their comparative size and importance. In certain offices estimates are framed on the basis not of the requirements but of the average consumption in past years and thus in those offices extravagance has become traditional. Consolidating Officers should make any alterations and reductions in the indents of officers subordinate to them which appear to be justified by the above considerations.

(7) Consolidating Officers should countersign the indents and despatch them so as to reach the Stationery Office not later than 1st August every year.

(8) Upon the arrival of supplies the indenting officer should have the supplies unpacked, verified in his presence and placed in a dry and properly protected place. He should have the receipt columns of the indent form (column 11) filled up, sign the certificate of receipt and return the receipt to the Controller direct.

(9) Any shortages or excesses found in his consignment should be reported at once to the Controller, but the transmission of the receipt should not be delayed on account of any correspondence which may ensue as to the reconciliation of such discrepancies.

141. **Consolidating and subordinate officers.**—The following statement shows the consolidating officers and the officers whose indents should be submitted to them :—

Consolidating officers.	Officers who should submit their indents through such consolidating officers.	Remarks.
1. Director of Public Instruction.	....	Includes the requirements of the Superintendent, Taylor Moslem Hotel, Calcutta.
2. Inspector of Schools, Presidency Division.	(*a*) District Inspector of Schools, Calcutta. (*b*) District Inspector of Schools, 24-Parganas. (*c*) District Inspector of Schools, Jessore. (*d*) District Inspector of Schools, Khulna. (*e*) District Inspector of Schools, Nadia. (*f*) District Inspector of Schools, Murshidabad.	Additional or Second Inspectors and Sub-divisional and Sub-Inspectors of Schools and Head Masters of High, Training, Middle, Primary and Guru-Training Schools do not submit any separate indents. The requirements of additional or Second Inspectors are included in the indents of the Divisional Inspectors of Schools and those for the rest in the indents of the District Inspectors.
Inspector of Schools, Burdwan Division.	(*a*) District Inspector of Schools, Howrah. (*b*) District Inspector of Schools, Hooghly. (*c*) District Inspector of Schools, Burdwan. (*d*) District Inspector of Schools, Birbhum. (*e*) District Inspector of Schools, Bankura. (*f*) District Inspector of Schools, Midnapore.	Ditto.
Inspector of Schools, Dacca Division.	(*a*) District Inspector of Schools, Dacca. (*b*) District Inspector of Schools, Faridpur. (*c*) District Inspector of Schools, Bakarganj. (*d*) District Inspector of Schools, Mymensingh.	Ditto.

Consolidating officers.	Officers who should submit their indents through such consolidating officers.	Remarks.
5. Inspector of Schools, Rajshahi Division.	(*a*) District Inspector of Schools, Rajshahi. (*b*) District Inspector of Schools, Bogra. (*c*) District Inspector of Schools, Rangpur. (*d*) District Inspector of Schools, Dinajpur. (*e*) District Inspector of Schools, Jalpaiguri. (*f*) District Inspector of Schools, Pabna. (*g*) District Inspector of Schools, Malda. (*h*) District Inspector of Schools, Darjeeling.	Additional or Second Inspectors and Sub-divisional and Sub-Inspectors of Schools and Head Masters of High, Training, Middle, Primary and Guru-Training Schools do not submit any separate indents. The requirements of Additional or Second Inspectors are included in the indents of the Divisional Inspectors of Schools and those for the rest in the indents of the District Inspectors.
6. Inspector of Schools, Chittagong Division.	(*a*) District Inspector of Schools, Chittagong. (*b*) District Inspector of Schools, Tippera. (*c*) District Inspector of Schools, Noakhali. (*d*) District Inspector of Schools, Chittagong Hill Tracts.	Ditto.
7. Inspector of European Schools, Bengal.	(*a*) Head Master, Victoria School, Kurseong. (*b*) Principal, Dow Hill Training College and School, Kurseong.	Ditto.
8. Inspectress of Schools, Presidency and Burdwan Division.	(*a*) Assistant Inspectress of Schools, Calcutta. (*b*) Assistant Inspectress of Schools, 24-Parganas, Jessore and Khulna. (*c*) Assistant Inspectress of Schools for Zenana Work and Muhammadan Education, Burdwan and Presidency Divisions. (*d*) Assistant Inspectress of Schools, Nadia and Murshidabad.	The indents of these officers include the indents of girls' schools except the Bethune Collegiate School.

Consolidating officers.	Officers who should submit their indents through such consolidating officers.	Remarks.
Inspectresses of Schools, Presidency and Burdwan Divisions. —*concld.*	(*e*) Assistant Inspectres of Schools, Howrah, Bankura and Midnapur. (*f*) Assistant Inspectress of Schools, Hooghly, Burdwan and Birbhum. (*g*) Head Mistress, Hindu Female Training School, Calcutta. (*h*) Head Mistress, Moslem Female Training Class.	
9. Inspectress of Schools, Dacca Circle.	(*a*) Assistant Inspectress of Schools, Dacca. (*b*) Assistant Inspectress of School, Mymensingh. (*c*) Assistant Inspectress of Schools, Faridpur. (*d*) Assistant Inspectress of Schools, Jalpaiguri. (*e*) Assistant Inspectress of Schools, Rajshahi. (*f*) Assistant Inspectress of Schools, Comilla. (*g*) Head Mistress, Vidyamoyee H. E. School, Mymensingh. (*h*) Head Mistress, Dr. Khastagir's H. E. School, Chittagong. (*i*) Head Mistress, Faizunnessa Girls' School, Comilla.	The indents of these officers include the indents of girls' schools except the Eden High School.
10. Principal, Presidency College.	....	Includes the requirements of the Head Masters of the Hindu and Hare Schools.
11. Principal, Islamia College.	....	
12. Principal, Hooghly College.	....	
13. Principal, Krishnagar College.	....	
14. Principal, Dacca Intermediate College.	....	
15. Principal, Dacca Islamia Intermediate College.	....	

Consolidating officers.	Officers who should submit their indents through such consolidating officers.	Remarks.
16. Principal, Rajshahi College.	....	
17. Principal, Chittagong College.	....	
18. Principal, Chittagong Madrasah.	....	
19. Principal, Sanskrit College.	....	Includes the requirements of the Head Master, Sanskrit Collegiate School.
20. Principal, Calcutta Madrasah	....	Includes the requirements of the Woodburn Middle English School.
21. Principal, B. E. College, Sibpur.	....	
22. Principal, Ahsanullah School of Engineering, Dacca.	....	
23. Principal, D. H. Training College, Calcutta.	....	Includes the requirements of the Ballygunge Government H. E. School and the Calcutta Training School.
24. Principal, Teachers' Training College, Dacca.	....	Includes the requirements of the Head Master, Armanitola High English School.
25. Principal, Government School of Art.	....	
26. Principal, Government Commercial Institute.		
27. Superintendent, Hooghly Madrasah.	....	
28. Lady Principal, Bethune College.	....	Includes the requirements of the Head Mistress of the Bethune Collegiate School.
29. Lady Principal, Eden High School.	....	
30. Librarian, Bengal Library.	....	
31. Superintendent, Reformatory and Industrial Schools, Alipore.	....	
32. Superintendent, Rajshahi Madrasah.	....	

NOTE.—Detailed rule regarding the submission of indents for stationery will be found in the printed "Rules for the supply of stationery and other articles."

142. **Typewriters and duplicators.**—Sanction to the purchase of typewriters and duplicators should be applied for separately, and such items should be excluded from the annual indent.

143. **Rubber stamps.**—Rubber stamps and ink for use with them should be obtained on indent upon the Controller in the same way as other articles of stationery.

NOTE.—Other detailed rules regarding the submission of indents for stationery will be found in the printed "Rules for the supply of stationery and other articles."

(*iii*) INDENTS FOR ARTICLES OTHER THAN FORMS AND STATIONERY.

144. The rules for the supply of articles, other than stationery, for the public service are contained in a Manual issued by Government on the subject. Such stores may be purchased either through the Indian Stores Department, London, or from manufacturers abroad direct, and indents are not, as hitherto, to be submitted to the Director. Copies of indent forms may be had on application to the Chief Controller of Stores.

145. **Printing.**—The following educational officers are authorized to forward requisitions to the Government Press direct (G. O. No. 8877 Misc., dated the 3rd September 1918, and G. O. No. 11861Misc., dated the 24th December 1918):—

(1) The Director.

(2) Principal, Presidency College.

(3) Principal, Bengal Engineering College, Sibpur.

(4) Principal, Calcutta Madrasah.

(5) Principal, Government School of Art.

(6) Principal, Government Commercial Institute.

(7) Principal, Sanskrit College.

(8) Librarian, Bengal Library.

(9) Principal, Ashanullah School of Engineering, Dacca.

(10) Secretary, Board of Sanskrit Examinations.

(11) Divisional Inspectors of Schools.

(12) Principals of Government Arts Colleges (excepting the Principal of the Eden High School for Girls, Dacca), in so far only as question papers and answer books for periodical examinations of their students are concerned.

(13) Inspectresses of Schools.

(14) Principals of Government Training Colleges.

(d) Reports and Returns.

146. **Annual Report on Public Instruction.**—The Annual Report on Public Instruction contains the general tables prescribed by the Government of India and the Director's report should approximate in length to twenty foolscap pages.

147. **Date of submission to Government.**—A proof of the Report must be submitted to Government by the Director not later than the 1st October of each year, and the Report is finally printed when it is approved by Government. Instructions as to the date on which reports and returns are due from subordinate officers are issued annually by the Director.

148. **Length of Reports.**—The following limitations have been prescribed for the annual reports of subordinate officers :—

Inspectors—Thirty pages in type.

Inspectresses—Sixteen pages in type.

District Inspectors—Twenty pages of foolscap in manuscript.

Principals of Colleges—Ten pages in type.

Inspectors' reports should be divided into chapters similar to those into which the Director's report is divided.

149. **Rules to be followed in preparing the Annual Report.**—Detailed instructions as to the filling in of the different tables and on other matters connected with the report are issued annually by the Director.

150. **Reports and Returns received in or due from the Director's office.**—The following is a statement of all reports and returns received in and due from the Director's office :—

Serial No.	Description of reports and returns.	From whom received.	Date when due to Director's office.	Date when due to Government.	Date when due to Accountant-General, Bengal.	Date when and office to which due.	Remarks.
	I.—Due from Subordinate Offices.						
1	Statements of candidates eligible for senior and junior scholarships.	(A) Senior, from Principals of Colleges; (B) Junior, from Inspectors and Inspectresses.	1st March.				
2	Confidential character reports of the officers employed under the officers directly subordinate to this office.	Inspectors and Inspectresses of Schools, Principals of Colleges and heads of other institutions in independent charge.	1st April.				
3	Requirements for continuation schools ..	Inspector of Schools, Presidency Division.	1st week of April				
4	Statement of requirements for *maktabs* and actual expenditure in previous year.	Divisional Inspectors of Schools.	First week of April.				
5	Progress reports on the holders of junior and senior scholarships and stipends	Principals of Colleges ..	1st June.				
6	Recommendation for the extension of the scholarships of Research scholars.	Principals of Colleges ..	1st May.				
7	List of books approved as Text, Prize and Library books.	Provincial Text-Book Committee, Calcutta	1st week of May	....	...	....	Soon after the lists are received, the Director's office has to consolidate and to publish the list of approved Text, Prize and Library books by 1st of July.
8	Requirements on account of fixed grant ..	Inspector of European Schools.	15th June.				
9	List of salary grants to European schools	Inspector of European Schools	30th May	30th June.			
10	Statement and report regarding proportionate employment of Muhammadans in non-ministerial appointments in the Subordinate Educational Service.	Divisional Inspectors of Schools, Principals, Presidency College and certain other institutions.	30th April				
11	Compilation of capital and revenue accounts of residences in Bengal.	Divisional Inspectors, Inspectresses, Principals of Colleges and heads of other institutions in independent charge.	30th April	...	30th June		
12	Submission of statement showing landed properties held by Indian Educational Service, Bengal Educational Service men and officers in special posts outside the services.	Divisional Inspectors, Inspectresses, Principals of Colleges and heads of other institutions in independent charge.	...	1st week of March.			
13	Statement of arrear fees in Dow Hill and Victoria Schools, Kurseong.	Inspector of European Schools, Bengal	1st week of December				

Serial No.	Description of reports and returns.	From whom received.	Date when due to Director's office.	Date when due to Government.	Date when due to Accountant-General, Bengal.	Date when and office to which due.	Remarks.
	II.—Due to Director's office and from his office to Government and High Commissioner.						
14	Report showing the progress made in the replacement of the Indian Educational Service.	....	....	1st week of January.	....	....	*Vide* Education Department Memorandum No. 249T.-Edn., dated the 26th (29th) April 1929.
15	Statement and report regarding proportionate employment of Muhammadan teachers in High schools and as Sub-Inspectors and District and Subdivisional Inspectors of Schools.	Divisional Inspectors of schools and Principals controlling High schools.	15th February	31st March.			
16	Return of expenditure on stores ..	Inspectors and Inspectresses of Schools and Principals of Colleges and other institutions.	15th April ..	30th June.			
17	Annual reports on the progress of education.	Principals of Colleges ..	12th May ..	1st October.			
18	Repairs to Board primary schools in Bengal	Inspectors of Schools ..	30th April ..	Ditto.			
19	Employment of Muhammadans in ministerial appointments.	Inspectors and Inspectresses of Schools, Principals of Colleges and heads of other institutions in independent charge.	1st May ..	1st July.			
20	Annual Return showing the names of officers who have actually enrolled in the Army in India Reserve of Officers.	....	....	1st December	....	....	*Vide* Education Department Memorandum No. 630T.-Edn., dated the 28th May 1927.
21	Annual reports on the progress of education.	Inspectresses of Schools ..	30th May ..	1st October.			
22	Annual report on the progress of education.	Inspectors of Schools ..	28th June ..	Ditto.			
23	Forecasts or estimates of stores ..	Inspectors and Inspectresses of Schools and Principals of Colleges and other institutions.	1st June ..	1st July.			
24	Education schedules ..	Ditto, ditto ..	1st April ..	15th August ..	....	....	*Vide* Government endorsement No. 755, dated the 10th June 1916.
25	List of major works with which the Revenue Department in concerned.	Ditto, ditto ..	1st March ..	1st April ..			

26	Distribution of the grant of Rs. 1,29,000 to private colleges.	Calcutta University ..	September ..	November.			
27	List of minor works	....	30th June.				
28	Returns of Presses at work and the number of periodicals and newspapers published and publication registered and issued.	Bengal Librarian ..	10th March ..	1st April.			
29	List of schemes other than buildings (Darjeeling and Chittagong Hill tracts) to be submitted to Revenue Department.	....	30th June.				
30	Proposals for the constitution of the Governing Bodies of Government Colleges.	The Principals of the Colleges	2nd January	15th February.			
31	Report to Government (Finance Department) of probable vacancies in the upper and lower divisions of the clerical appointments in Director's office.	....	....	1st April.			
32	Annual Reports on Reformatory Schools ..	....	....	1st April.			
33	Quarterly statements regarding extra establishment sanctioned by the Director of Public Instruction.	....	....	15th of the following month.			
34	Report on minor works ..	....		1st October and 20th January to Government of Bengal Public Works Department	....		*Vide* Government order No. 278T.—A., dated the 18th August 1920.
35	Statement showing items of expenditure incurred during a financial year for which no specific budget provision existed in the grants voted by the Council original or supplementary.	....		15th April	....	..	*Vide* Government order No. 287s Edn., dated the 22nd October 1925.
36	Report to the High Commissioner of scholarships from the Sussex Trust to A—European boys .. B—European girls. C—Anglo-Indian boys and girls. F—Passed students of the B. E. College (Europeans or Anglo-Indians) for Technical education.	Inspector of European Schools, Bengal, and Principal, B. E. College (in the case of F Technical education)	15th March	15th April		High Commissioner, 31st May.	*Vide* Government order No. 631 Edn., dated the 25th February 1924.
37	Nomination to Government for the award of State scholarships for Sanskrit and Arabic learning.	Applications to Commissioners	31st January	1st March	..	High Commissioner, 1st April	*Vide* Government order No. 631 Edn., dated the 25th February 1924.

Serial No.	Description of reports and returns.	From whom received.	Date when due to Director's office.	Date when due to Government.	Date when due to Accountant-General, Bengal.	Date when and office to which due.	Remarks.
38	Nomination to Government for the award of a State Scholarship to Indian women.	Applications from candidates	31st January & 10th March.	1st March ..	....	High Commissioner, 1st April.	Vide Government order No. 631 Edn., dated the 25th February 1924.
39	Forecast of leave and deputation allowances to be met from the High Commissioner's Budget.	From officers directly subordinate to the Director of Public Instruction.	15th July ..	15th September	....	High Commissioner on 15th September.	Vide Government order No. 752 F., dated the 16th January 1924.
40	Education Budget	Inspectors and Inspectresses of Schools, Principals of Colleges and heads of other institutions in independent charge.	1st July ..	15th October ..	15th October ..	....	Vide Government Resolution in the Finance Department No 11366—11499, dated the 22nd July 1921.
41	Minor works grants. Reports on the state of the—	....	....	1st October & 20th January.	....	....	Vide Government of Bengal, Public Works Department letter No. 278 T.—A., dated the 10th August 1920.
42	Annual report on the working of the Reformatory and Industrial Schools, Alipore.	....	....	1st June ..	....	....	Vide Government order No. 296T.—Mis., dated the 29th April 1929.
	III.—Due to Director's office and from his office to authorities other than Government and High Commissioner.						
43	Budget estimates of the office of the Librarian, Bengal Library.	Librarian, Bengal Library ..	1st September	....	1st October.		
44	Grants for Primary Education in non-Board areas.	Inspector of Schools ..	30th April ..	....	1st week of May.		
45	Account of minor works grant ..	....	....	....	15th of every month.		

46	**Annual Indent for Forms (standard)—**	Director of Public Instruction, Bengal.					
	(*a*) Bengal Routine forms and envelopes	....	....	....	....	15th March.	
	(*b*) Bengal Executive forms ..	....	....	....	....	15th April.	
	(*c*) P. I. Forms	....	....	....	....	1st July.	
	(*d*) A.-G. Bengal forms	....	....	....	....	1st September.	
47	**Consolidated absentee statements** ..	Inspectors, Inspectresses of Schools, Principals of Colleges and heads of other institutions in independent charge.	1st of the following month.	....	15th of the following month.		
48	**Distribution of contract contingent assignments.**	....	....	....	1st week of May	1st week of May; to subordinate offices.	
49	**Distribution of Budget grants for regular and special contingencies.**	....	....	....	2nd week of May.	2nd week of May; to subordinate offices.	
50	**Statement of permanent establishment in the Director of Public Instruction's office.**	....	....	....	15th May.		
51	**Mohsin Budget**	....	....	....	1st December.		
52	**Durga Charan Laha Endowment Fund Budget.**	....	....	15th February	15th February	....	*Vide* Government order No. 3536 Edn., dated the 29th July 1927.
53	**Annual Indent for Forms (non-standard)** ..	Director of Public Instruction, Librarian, Bengal Library.	15th December	....	....	1st January; the Forms Department.	
54	**Annual indent for stationery** ..	Director of Public Instruction	....	....	....	1st August; Controller of stationery.	
55	**Grants-in-aid allotments to Divisional Inspectors.**	....	....	....	....	In May, on receipt of sanctioned Budget, Inspectors.	
56	**Khas Mahal grants**	Government	....	....	March ..	....	Circulated to officers concerned in March.

N.B.—List of junior and senior scholarships and endowed scholarships for Muhammadans should be published as soon as possible after the result of the University examinations are published, and selection for graduate scholarships for Calcutta and mufassal colleges should be made as soon as possible after recommendations have been received from Principals of Colleges which should be submitted as soon as possible after publication of the results of the University Degree examinations.

APPENDIX A.

Form for inspection of the office of the District Inspector of Schools.

Section I—Files.

1. *Date of last inspection.*—Have the suggestions contained in previous inspection notes been complied with ?

2. *Number of file collections.*—(*a*) Have the sub-files under each head a general relation to one another ?

(*b*) Are the papers in each file arranged in the order of receipts and issue s serially numbered ? Have the files note-sheets serially numbered ?

(*c*) Are all receipts initialled and dated ?

(*d*) Open files and see if action is delayed on any matter.

(*e*) Are papers relating to different schools or different subjects separated by tags or stiff covers ?

(*f*) See if new files are started according to calendar or official year.

(*g*) See if a pending collection is kept and if reminders are issued.

Section II—Receipts and Issues.

1. *Receipt Register.*—(*a*) Are all receipts regularly entered ?

(*b*) Are all columns in the book duly filled ?

(*c*) Receipts ante-dated should be noted.

(*d*) Are there many receipts from primary schools ? Check some of them in their respective files and see if they should have come through the Sub-Inspector.

(*e*) Are the receipts from the Inspector of Schools separately entered ?

(*f*) Number of receipts up to the time of inspection.

(*g*) Are post-cards used sufficiently ?

2. *Issue Register.*—(*a*) Are all columns duly filled up ?

(*b*) Are there many unnecessary issues ? This should be ascertained by going through the precis against any doubtful issue and if necessary the corresponding file.

(*c*) Are there many issues to primary schools ?

(There should be special reason in each case for not going through the Sub-Inspectors.)

(*d*) Are issues to Inspector of Schools separately noted ?

(*e*) Are new numbers begun according to calendar or official year ?

(*f*) Check if issues are delayed by clerk.

(*g*) Does District Inspector ever issue letters direct with pen-carbon or are all issues duplicated by drafting and copying ?

Section III.—Bills.

1. *Bills passed by the District Inspector (signed or countersigned).*—

(*a*) Establishment bills of the District Inspector—

(*i*) Check signature and date against cash payment.

(*ii*) See if payments above Rs. 20 are stamped.

(*b*) Contract contingency—

(*i*) Check the expenditure on miscellaneous items.

(*ii*) See if anything is spent on furniture and stationery.

(*iii*) Whether bill extracts are duly submitted at the end of each month to the Director of Public Instruction's office.

(*c*) Sub-Inspector's pay bill—

(*i*) See if a Bill Register is kept.

(*ii*) Bills transmitted for countersignature (to Inspector of Schools or to the District Officer) and received back after countersignature. Check for delays.

(*d*) District Inspector's and his peon's travelling allowance bills. Examine if date of encashment is noted.

2. *Sub-Inspector's travelling allowance bills.*—(*a*) Examine if the following dates are noted :—

(*i*) Date of bill.

(*ii*) Date of receipt.

(*iii*) Date of submission to the Inspector of Schools for countersignature.

(*iv*) Date of receipt after countersignature.

(*v*) Date of transmission to the Treasury.

(*vi*) Whether bill extracts are duly submitted at the end of each month to the Director of Public Instruction's office.

(*b*) Check the above dates in order to see if any of the bills have been unduly delayed in the District Inspector's office.

3. *Guru-training School bills.*—(*a*) Establishment bills of Guru-training Schools.

Check to see if any of the bills have been delayed in the District Inspector's office.

(*b*) Stipends of guru-pupils. Same as in clause (*a*).

(*c*) Contingent bills. Same as in clause (*a*).

4. *Departmental primary grant bills.*—(*a*) Check the proposition statement (in case of unfair distribution).

(*b*) See office copy of the bills and check if anything has been spent on equipment of primary schools and *maktabs* and if the amount drawn has been rightly spent.

(*c*) Also examine them to see if any of them have been unduly dealyed in the District Inspector's office.

(*d*) Note if payments are made by transfer or directly to the Gurus. See, in former case, if acknowledgment receipts are properly filed and in the latter if actual payees' receipts are taken.

5. *Khasmahal or one per cent. primary grant bills*—(*a*) As in 4 (*a*).

(*b*) As in 4 (*b*).

(*c*) As in 4 (*c*).

(*d*) As in 4 (*d*).

6. *Scholarship bills.*—Check remittance.

7. *Miscellaneous or any other bills.*

8. *Bills transmitted to the District Board for countersignature.*—(*a*) Inspecting Pundit's pay and travelling allowance bills.

Check entry in the bill book.

(*b*) Stipend and subsistence allowance bills of primary schools and *maktab* teachers.

(*i*) Check proposition statement. See whether a copy of the proposition statement finally approved by the District Board or Municipality is kept.

(*ii*) Check the entry in the bill book to see if the bills are regularly submitted.

(*c*) Board School bills.

(*d*) Grant-in-aid bills of Middle Schools.

Check the bill book to see if they have been delayed.

(*e*) Primary Preliminary Scholarship bills. Check whether they are promptly countersigned.

(*f*) Miscellaneous bills.

Section IV.

1. *District Inspector's Nominal List.*

2. *His note book.*—Whether regularly written.

3. *Copies of inspection note.*—Are the notes written according to the Inspection Form ?

4. *Tour programme of Sub-Inspectors of Schools.*—(*a*) See if tour programmes are regularly submitted and filed after scrutiny.

(*b*) Check for any deviations from the approved programme and see if such deviations are justified.

Section V.

1. *Contingency Book.*—Check for improper expenditure. Verify the articles of furniture actually found with the stock book and the contingency register.

2. *Stock-Book.*—(*a*) Is such a book kept ? Is wooden furniture branded ?

(*b*) Are new articles purchased from contingency or special grants duly included in the list ?

(*c*) Check the cash book to see if any new article purchased on any particular date is in the list.

3. *Stationery Indent.*—Check with last year's note and stock of stationery. Note extravagant items.

4. *Maps.*—Well kept ? Up to date ? Have Sub-Inspectors maps ?

APPENDIX B.

Inspection notes for High and Middle Schools.

NOTE 1.—It is not necessary for every point to be noted on at the time of each visit, but the Department should be in possession of adequate information in an easily accessible form concerning every recognised school on each of the points enumerated. The replies should always be statements of facts and descriptions of practice.

2. In the case of High English Schools when a school is being inspected with a view to first recognition or recommendation for a first grant, the inspection statement should be prepared in quadruplicate. One copy is to be kept in the Inspector's office, three copies are to be submitted to the Director of Public Instruction, of which two are to be transmitted to the Calcutta University.

In the case of Middle Schools when a school is being inspected with a view to first recognition or recommendation for a first grant, the inspection statement should be prepared in duplicate and one copy submitted with the report after its statements have been checked.

The office.

1. (*a*) Have the suggestions contained in previous inspection notes been complied with ?

(*b*) Are letters issued copied by hand or is a typewriter or pen-carbon paper used ?

(*c*) Are letters received filed properly ?

(*d*) Are Departmental circulars kept separately ? Are they observed ?

(*e*) Is the method of keeping correspondence, etc., satisfactory ?

The Committee.

2. (*a*) Is any important section of the local community unrepresented or insufficiently represented ?

(*b*) Is there over-representation of any particular interest, community or profession ?

(*c*) Are the rules of business satisfactory ?

(*d*) Are meetings held regularly ?

(*e*) Have all changes that have occurred in the personnel of the committee received the approval of the proper authority ?

(*f*) Read the proceedings of the last few meetings so as to discover whether the authorities are working harmoniously. Note also any disciplinary cases which have come up before the Committee.

(*g*) Are there evidences of proprietorship on the Committee ?

(*h*) Is the Committee constituted according to the School Code or the grant-in-aid rules and has it received the approval of the proper authority?

The staff.

3. (*a*) How many classes, including sections of classes, are there ? Is due provision made in respect of the number of teachers for carrying on all the courses of instruction in which the school is recognized ? Are the teachers allowed sufficient off-periods for correcting exercises ?

(b) Check Teachers' agreements to see if their tenure of service is such as to secure continuity of work. If not, what are the reasons for the frequent changes?

(c) Do teachers record their attendance in the presence of the Head Master?

(d) Are teachers punctual? Is a daily fine for lateness observed and the rule enforced?

(e) Is there a Leave Register?

(f) On what proportion of working days was there one or more teachers absent?

(g) Are there rules for leave?

(h) Private tuition of teachers—Are the Departmental instructions in this matter observed?

(i) Are teachers' service books kept up to date?

(j) Are the qualifications of the staff satisfactory?

(k) In the case of a High School, is there at least one graduate for each section of the top two classes?

(l) Are there more than two Matriculates?

(m) Is there a B.Sc.?

(n) Are there a Physical Instructor, and a Drawing Teacher? Are they up to date?

(o) Are there any unqualified teachers?

(p) Is there an Anglo-Sanskrit or Anglo-Persian Teacher? Is their pay below Rs. 30?

(q) Are there any salaries below Rs. 25 (H.E.), Rs. 15 (M.E.)?

(r) Does the school participate in the Government Provident Fund scheme or has it a Provident Fund of its own?

(s) Are the teachers members of the Teachers' Council?

Attendance.

4. (a) Percentage of attendance—Is it satisfactory?

(b) At what time is the roll called? Is it called with regularity and punctuality?

(c) Are dots for absence converted to "p" if the boy comes late? (This is most undesirable. The sign 0 should be put for absence. If the boy comes late put a line through it, if he has leave for absence an "l" within it.)

(d) Are fines for absence enforced? Is any disciplinary measure taken for late attendance.

(e) Is the Abstract Register of Attendance kept up to date? Check an item against daily attendance.

(f) Are free-students in excess?

(g) Holidays—Are the prescribed number of holidays observed? Is there any tendency to grant unauthorised holidays or extra holidays?

Size of classes.

5. (*a*) Are more than 40 pupils taught at the same time in classes VIII—V or any section thereof ?

(*b*) Are more than 30 pupils taught at the same time in class IV or any lower classes or any section thereof ?

Registers.

6. (*a*) Are all the registers mentioned in the Bengal Education Code properly maintained ?

(*b*) Are transfer certificates always required from boys joining the school and granted to those leaving it ? Are the transfer certificates of boys joining the school properly filed ?

(*c*) Are there any records as to the ages of pupils and is care taken to ascertain their correct ages ? Are guardians' letters in cases of first admission filed ?

(*d*) Cross-examine boys who had " read in no previous school."

Departmental Rules.

7. (*a*) Are the Departmental rules regarding admissions, withdrawals, promotions, leave, fees and free-studentship observed ?

(*b*) If the school received a grant-in-aid, are copies of the forms kept ?

Courses of Study and Apparatus.

8. (*a*) Is the Departmental syllabus followed ? If not, in what respects is it not followed ? Is English or a Vernacular the medium of instruction in classes below class VIII ?

(*b*) Are Science and Elementary Mechanics taught up to the Matriculation Standard ? If so, is the apparatus for teaching them adequate ?

(*c*) Is the apparatus required for teaching other subjects adequate and in good condition ?

(*d*) Are the furniture, black boards and other apparatus properly placed in the class rooms ?

(*e*) Have the pupils the necessary text-books, atlases and geometrical instruments ?

Accounts.

9. (*a*) Is the system of accounts satisfactory ? Are they kept by the clerk, checked by the Head Master, and regularly audited ? Are the accounts and audit up to date ?

(*b*) Have the receipts and disbursements for the past financial year been entered under separate heads ?

(*c*) Are payments made promptly ? Have the teachers and scholarship-holders been paid up to date ?

(*d*) Is the teachers' acquittance roll properly kept ? Are receipts above Rs. 20 properly stamped ?

(*e*) Are the balances of the general and subsidiary funds deposited in the Post Office Savings Bank, Co-operative Credit Societies or any other banks approved by Government ?

(*f*) Are the subscription lists, if any, properly kept ? Are the dates of receipts shown ?

(*g*) Is the school working at a profit or loss ?

(*h*) Is there any capital belonging to the school ?

(*i*) Have savings, if any, accrued by grant of leave without pay ? What amount ?

(*j*) Have savings, if any, accrued by keeping posts vacant ? What amount ?

(*k*) Have any sums been spent out of current income on capital charges (e.g., building or furniture) ?

(*l*) Have any sums been spent from school funds on recurring charges ?

(*m*) What is the fee rate of each class ?

(*n*) Whether a Reserve Fund has been created ? What is the amount ?

Head Master's Inspections.

10. (*a*) How many hours in the week does the Head Master teach ? Has he sufficient time for supervision ?

(*b*) Does the Head Master keep notes of his periodical inspections of the work done in the school ?

Buildings and Sanitation.

(If the school is being inspected for recognition or grant, describe site, building and append rough plan. Also state the title to the land and building, whether made over to the Committee, and whether building is insured against fire.)

11. (*a*) Is the building suitable to the purpose of a school ? Is it in good repair ?

(*b*) Are the site and the sanitary condition of the school surroundings satisfactory ?

(*c*) Are there any open drains, etc., near and, if so, are they looked after ?

(*d*) Are the school sanitary arrangements sufficient and properly kept ? Are latrines and urinals provided and, if so, on what scale ?

(*e*) Is the supply of drinking water suitable ?

(*f*) Is there a separate class room for each teacher ?

(*g*) Is accommodation provided on the scale of ten square feet for each pupil in the class room ?

(*h*) Are the rooms of such a shape that suitable desks can be used ?

(*i*) Is there sufficient light and ventilation ?

(*j*) Are the seats arranged so that the teacher can see all the boys and approach them from behind their seats to see their exercises ?

(*k*) Does the light come from the left side of the pupils ?

(*l*) Is there a students' meeting hall ?

(*m*) Has the Head Master a separate office room ? Is there a separate staff room ?

(*n*) Are there sufficient play-grounds for both the senior and junior pupils ? Are they close to the school ?

Library.

12. (*a*) Is the library accessible to the stuents ?

(*b*) Is the library allowance always spent ?

(*c*) Is there a school reference library ? A staff library ? Are there class libraries ? In what subjects are these libraries weak ?

(*d*) Is there proper catalogue for the library ? Are there separate issue books for teachers and pupils ?

(*e*) Are the library books sufficiently used by (*i*) masters and (*ii*) boys ?

(*f*) Are the library books used by outsiders ?

Hostels and Messes.

13. (*a*) What hostels or messes are there connected with the school ?

Is there a Resident Superintendent in each hostel ?

(*b*) Have suitable arrangements been made for the accommodation of both Hindus and Muhammadans ?

(*c*) Has each boarder 60 square feet of floor space or 40 square feet in large dormitories ?

(*d*) Are there two inmates in any room ?

(*e*) Is there a common room in each hostel ?

(*f*) On what scale are latrines and urinals provided ?

(*g*) Does the Head Master exercise any supervision over the hostel or mess ? Are these institutions inspected ?

(*h*) Are adequate arrangements made to ascertain that the recognised guardians are suitable persons to look after their wards ?

(*i*) Is there a set of rules for the management of the hostel ? Are the rules approved by the Department ?

Discipline.

14. (*a*) Are progress reports regularly issued in the prescribed form ?

(*b*) Is discipline satisfactorily maintained in the school, in the hostel ?

(*c*) What are the usual punishments inflicted ?

(*d*) Are fines remitted frequently ? (Remission should be very rare and only by the Head Master.)

(*e*) Is there a code of rules for the school and the hostel ?

Class Work.

15. (*a*) Is there any system of tutorial assistance within the school ?

(*b*) Have the due portions of the work to be done, or of the books to be read in class, been duly and properly taught ?

(*c*) Do the teachers keep note books on the subjects which they teach ? Are the notes for the several lessons clearly dated ?

(*d*) Is sufficient attention given throughout the school to written exercises? Are the exercise books tidy, of satisfactory quality, sufficiently uniform and carefully corrected?

(*e*) Are drill, handwriting and drawing sufficiently attended to?

(*f*) Is the use of "Keys" or cram-books effectively discouraged?

(*g*) What are the chief defects in the teaching?

(*h*) Is composition, written or oral, properly attended to?

Teachers' Council.

16. Has a Teachers' Council been formed? If so, how many meetings have been held during the year? What is the nature of questions discussed? Are any educational problems or methods discussed?

Games and recreations.

17. (*a*) Is physical training compulsory?

(*b*) What are the games played? Are they carefully organised? Is any regular programme maintained?

(*c*) What is the arrangement for supervision?

(*d*) Is the Physical Instructor (Drill Master) trained? If so, where?

(*e*) Has the school developed Boy Scout activities and has it trained Scout Masters? How many troops have been started?

(*f*) Are there any clubs or associations connected with the school? If so, what is their object and are they properly controlled?

Utility of the School.

18. (*a*) What other schools of the same standard exist in the neighbourhood?

(*b*) Is the existence of the school advantageous to the interests of education and discipline?

(*c*) Should the school continue to be recognised?

Midday tiffin.

19. (*a*) Is there any arrangement for providing refreshment or do the pupils bring their own tiffin?

(*b*) Is the food supplied fresh and wholesome? Is it supplied at cost price?

Medical inspection of Children.

20. (*a*) Is there any arrangement for medical inspection of school children?

(*b*) What per cent. of the children are free from defects? (Consult last report, if any).

(*c*) Is a weighing machine kept?

Further notes.

21. Any further remarks which the inspecting officers may deem necessary.

B. G. Press—1940-41—235A—1,000.